

**STUDENT OFFENSE RECORD**  
**WESTERN KENTUCKY UNIVERSITY**  
**RECORD OF STUDENT ACADEMIC OFFENSE**

**INSTRUCTIONS FOR FACULTY**

Upon discovering a violation of the University's policies on academic integrity:

1. Document pertinent information. Keep originals of student papers and make copies for the student.
2. Inform student privately of the violation (cheating, copying, plagiarism, other academic offenses).
3. Offer the student a private opportunity to explain the violation.
4. If you determine a serious violation has occurred, fill out this form and submit it electronically to your department chair and the Office of Judicial Affairs.
5. Provide the student a copy of this form either in person or via return receipt mail.

<b>Name of Student:</b>	<b>Student Identification Number:</b>
<b>Class/Section:</b>	<b>Date of Alleged Incident:</b>

**Summarize the event: (use as much space as necessary)**

**DISPOSITION OF THE CASE**

- Written warning (this form may be used for this purpose)**
- Reduced grade on the assignment**
- Failing grade on the assignment**
- Reduction in course grade.**
- Failing grade in course.**
- Referral to the Office of Judicial Affairs.**

<b>Faculty Name:</b>	<b>Department /School:</b>

<b>Email:</b>	<b>Phone:</b>
<b>Signature:</b>	<b>Date:</b>

### **INSTRUCTIONS FOR STUDENTS**

- 1. Review the information on this form and the University policies on student academic conduct as presented in the Student Handbook.**
- 2. If you assert that the alleged violation did not occur or that disposition was inappropriate, you may appeal to the faculty member's department /school chair. This must be done within two weeks of receiving this notification.**
- 3. If you have questions, you may contact the University Ombuds Officer or the Office of Judicial Affairs.**