



**JOHNS HOPKINS**  
SCHOOL of EDUCATION

**Academic Misconduct Form**

Prior to completing this form, please refer to the School of Education’s Academic Misconduct Policy:  
<http://education.jhu.edu/academics/academic-policies/academic-conduct-policies/>.

**INSTRUCTOR TO COMPLETE:**

|  |                         |
|--|-------------------------|
| <b>Student Name (Last, First, M.I.):</b> |                         |
| <b>JHU Email:</b>                        |                         |
| <b>Course Number:</b>                    | <b>Course Title:</b>    |
| <b>Term and Year:</b>                    | <b>Instructor(s):</b>   |
| <b>Academic Program:</b>                 | <b>Faculty Adviser:</b> |

|  |
|--|
| <b>Brief Description of Infraction (if space is an issue, please submit the description in a separate document):</b> |
|  |

Date(s) discussed charge with student: \_\_\_\_\_

List other parties whose input has been sought (e.g. faculty adviser, faculty/program area lead): \_\_\_\_\_

**Charge(s)** (check all that apply):

*Note: For more detailed definitions of each of the categories listed below, please refer to SOE’s Academic Misconduct Policy.*

- Cheating
- Plagiarism
- Forgery/Falsification/Lying
- Facilitating Academic Dishonesty
- Unfair Competition
- Other (please detail, use additional paper as needed): \_\_\_\_\_

**Registrar’s Office Verification:**

- Verified with Registrar’s Office that student does not have prior academic misconduct infractions on file
- Verified with Registrar’s Office that this is a second or subsequent offense (in such cases, this form should be forwarded to the Office of Student Affairs, who will handle the case)

**If First-time Offense, Action(s) Taken By Instructor** (check all that apply):

*The following actions are options for a first-time offense only. (If this is a second or subsequent offense, as verified by the Registrar's Office, the case should be referred directly to the Office of Student Affairs.)*

- Reduce Points/Grade Awarded for Assignment without Granting Student Opportunity to Resubmit
- Allow Student to Resubmit Assignment with Reduced Points/Grade Limit
- Award 0 Points/F Grade for Assignment
- Award Minimum Passing Grade for Entire Course (with student placed on academic probation)
- Award F Grade for Entire Course
- Other (please detail, use additional paper as needed): \_\_\_\_\_

**Or**

- Recommend that Case Be Forwarded to Hearing Panel  
(Check this option only if you believe that a serious violation has occurred that may warrant a penalty greater than the award of an F grade for the entire course. In such cases, this form should be forwarded to the Office of Student Affairs, who will handle the case.)

Instructor Signature \_\_\_\_\_ Date \_\_\_\_\_

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**STUDENT TO COMPLETE:**

- I accept the charge and penalties imposed by the instructor. By choosing this option, I understand that I lose the right to appeal this decision.
- I dispute the charge and/or the penalty imposed by the instructor, but acknowledge that I have discussed the case with my instructor and s/he has explained his/her decision. In choosing this option, this does not mean that this case is automatically referred to the Office of Student Affairs for appeal. I understand that, in accordance with SOE's academic misconduct policy, if I wish to appeal it is my responsibility, and my responsibility alone, to initiate the appeal and provide the required supporting materials within the designated timeframe.

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

*Note: If a student refuses to sign the form, the School of Education may still continue the process without the student's participation and the student loses all right to appeal the decision and/or sanction(s) imposed by School of Education.*

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**OFFICE USE ONLY:** Copies of this form, once signed by both parties (or if the student refuses to sign the form), should be sent by the instructor to the following:

- Registrar's Office  Faculty Adviser  Faculty Lead/PSL Division Director  Student Affairs Office  Vice Dean for Academic Affairs