



Academic Misconduct Report

Instructor/Registrar Name (Print): _____ Department: _____

Instructor/Registrar E-mail Address: _____ Phone _____

Course # & Title _____ Semester and Year _____

Student's Name (Print): _____ Student Banner ID# _____

Description of Alleged Misconduct (attach as needed) _____

Summary of Findings (attach as needed) _____

Type of Academic Sanction and Sanction Rationale (attach as needed) _____

The faculty member or registrar, as appropriate, and the student should initial as indicated:

_____ I have notified the student of the findings related to Type I academic misconduct.

_____ The student acknowledges academic misconduct and does not contest the Type I sanction. (Student should initial)

_____ The student contests the imposition of Type I sanction and plans to appeal to the Informal Hearing Officer designated by the Student Academic Conduct Board.

_____ I have notified the student of the findings related to Type II academic misconduct.

_____ The student acknowledges academic misconduct and wishes to waive the right to be heard prior to imposition of the Type II sanction. (Student should initial)

_____ The student contests the factual findings or the proposed Type II sanction and requests a hearing before the Informal Hearing Officer designated by the Student Academic Conduct Board.

Instructor/Registrar Name (Signature): _____ Current Date: _____

For the Office of Academic Conduct:

Date Received: _____

Final Disposition: _____



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Instructions for Use of Academic Misconduct Report Form

This form is intended as a guide to facilitate the involved faculty member (or registrar, if appropriate) in documenting claims made by a third party, suspicions by the instructor, or other allegation that may be made asserting academic misconduct by a student; as well as to document the investigation conducted; and the remainder of the process, including imposition or proposal of sanctions and/or any associated hearings.

Step 1: Review Policy 3.03 (Academic Code of Conduct for Students) in NMSU Policy Manual

Step 2: Conduct confidential internal investigation into alleged or suspected misconduct; assess for appropriate sanction (may consult with Academic Conduct Officer); and append a written record of the details of the alleged misconduct, the summary of findings of the investigation, and sanction rationale with this form. Keep appropriate course department administrator, or VPSS as appropriate, informed. For assistance conducting the internal investigation, contact the [Academic Conduct Officer](#).

Step 3:

In case of Type I sanction, inform student about the results of your investigation and sanction *you are imposing*. Also explain the student's right to appeal the facts you have found or the level of sanction to the Student Academic Conduct Board's Informal Hearing Officer. Check the appropriate box. If the student chooses to accept responsibility and accept the Type I sanction, have the student initial the form indicating that the student has decided to waive the right to appeal. (Note: student may change mind within time frame for appeal per the policy; evidentiary standard at appeal hearing will be for the faculty member or registrar, as appropriate, to prove the academic misconduct by a preponderance of the evidence, for Type I violations resulting in Type I sanction.) Keep a copy of this form with your records, and forward one copy to the Academic Conduct Officer, to be maintained for a period in accordance with the university's policy regarding retention of records. If unable to contact the student for either the investigation or the imposition of the sanction, consult with [Academic Conduct Officer](#).

In case of a Type II sanction, first contact the Academic Conduct Officer directly or through the course department administrator and collaborate regarding whether the evidence will support the sanction by a clear and convincing evidentiary standard. (Note: heightened burden of proof for Type II violations/sanctions.) If so, draft Notice of Intent to Impose Type II Sanction, including the charges, the findings, and the sanction proposed, and the information regarding the student's right to have the matter heard by the Informal Hearing Officer *before the sanction is imposed*. Check the appropriate box. If the student chooses to waive the right to contest the matter at an informal hearing, thus accepting responsibility for the student's misconduct and/or the proposed Type II sanction, have the student initial the form. (Note: student may change mind within time frame to request hearing per the policy.) Keep a copy of this form with your records. If unable to contact the student for either the investigation or the imposition of the sanction, consult with [Academic Conduct Officer](#).

Step 4: After all hearings or appeals have been exhausted, forward a copy of the record, including the document reflecting final disposition to the Academic Conduct Officer and/or the Office of Student Judicial Affairs, or further statistical reporting purposes and maintenance for a period consistent with the university's policy for retention of records.