

## Report of Academic Misconduct

All faculty members are encouraged to use the online reporting system located under the **Advising & Student Support** area of their **Faculty Center** in their **myUMBC** account. If a faculty member is unable to locate or use the online reporting system, please use the paper form below.

Faculty with last name beginning with A-M should return reports to, or consult with: **Amy Everhart**, Co-Chair (410-455-2647) ITE 412

Faculty with last name beginning with N-Z should return reports to, or consult with: **Carolyn Tice**, Co-Chair (410 - 455- 4261) ACIV 323

**FROM:** (faculty member)

**Dept:**

**Email:**

**Phone:**

After reading the Undergraduate Academic Conduct Policy and having followed all policy procedure, I have determined that the following student has engaged in academic misconduct:

**Full Name:**

**Student UserId:**

**Date of Incidence:**

**Date of Meeting with student:**

**Date of Submission:**

**Course Prefix, number, section, semester/year:**

**Course Title:**

**Description of academic misconduct** (Attach a separate sheet if needed):

**Student's explanation of his/her conduct** (Attach a separate sheet if needed):

**Recommended Penalty:**

**Instructor's signature:**

**To the Instructor:**

(1) Please read the Undergraduate Academic Conduct Policy found on the Provost's site and, if necessary or desired, contact the Chair of the Academic Conduct Committee before you fill out any part of this form. The current co-chairs are Amy Everhart (for faculty last names beginning with A – M), [everhart@umbc.edu](mailto:everhart@umbc.edu) or 410-455-2647 and Carolyn Tice (for faculty last names beginning with N-Z), [tice@umbc.edu](mailto:tice@umbc.edu) or 410-455-4261.

(2) Send the original of this form to the ACC Chair. The Chair will enter the form into the reporting database. Emails will be sent to the student explaining that the report has been filed and what his/her course or action could be at this time. If the penalty recommended involves a permanent notation on the student's transcript and/or probation with a notation, suspension, or expulsion, the student will be notified via certified mail by the Chair.

(3) Attach copies of all documentary evidence and your course syllabus to the form and send them to the appropriate Chair. Please preserve all original pieces of evidence.