INSTRUCTOR DISPOSITION/DISCIPLINE REFERRAL
FOR ACADEMIC MISCONDUCT (VIOLATION 102.01)

Violation 102.01 Academic Misconduct:
All forms of academic misconduct including but not limited to cheating, fabrication, plagiarism, or facilitating academic dishonesty. For complete definitions including examples of academic misconduct, please refer to Appendix II of the UC Berkeley Extension Code of Student Conduct [http://extension.berkeley.edu/info/studentconduct.pdf].

Instructors should ask their academic department to check with the Registrar’s Office to determine if the student has more than one related complaint of academic misconduct. If the student has a prior history of academic misconduct, the UC Berkeley Extension Registrar’s Office may decide to adjudicate the matter after consulting with the instructor.

If the student charged with an alleged academic misconduct violation:

1. accepts the proposed academic sanction,

then the student should sign this form, and it should be forwarded to the UC Berkeley Extension Registrar for record-keeping purposes (though it will NOT create an official UC Berkeley Extension student conduct record unless there is a prior related conduct record).

However, if

1. the student does not accept your proposed academic sanction, or
2. the instructor feels uncomfortable discussing the allegation with the student, or
3. the student wishes to have the matter reviewed by the UC Berkeley Extension Registrar,

then the student should NOT sign the form, and it should be forwarded to the UC Berkeley Extension Registrar for further review.

Full procedures and instructor suggestions for speaking with students about these issues are outlined on InstructorLink at [http://extension.berkeley.edu/instructorlink/centers/classroom/dishonest.html]. Please contact your academic department or the UC Berkeley Extension Registrar for further consultation or questions (510) 642-4111, registrar@unex.berkeley.edu).

Typing this form is not necessary, but please print legibly.

1. The following student is charged with violating UC Berkeley Extension’s Code of Student Conduct:

   Student Name: ..................................................................................................................

   Course Title/EDP Number: ............................................................................................ Date of Violation: ____________________

2. Type of Academic Misconduct Violation (See InstructorLink for more detailed information http://extension.berkeley.edu/instructorlink/centers/classroom/dishonest.html)

   □ Cheating on an exam/assignment
   □ Plagiarizing material
   □ Furnishing false information related to an academic course
   □ Creating an improper academic advantage or disadvantage
   □ Interfering with courses or instruction
   □ Stealing or damaging intellectual property
   □ Selling or commercially distributing course lecture notes, etc., without permission of the instructor
   □ Altering answers on an exam and submitting it for a regrade
   □ Other (specify):
3. **Summary of Incident:** (attach additional sheet if necessary)


4. **Academic Sanction Proposed by Instructor:** The instructor may propose academic sanctions when the student allegedly commits an act of academic misconduct. Typical sanctions are listed below. Please specify the proposed academic sanction.

- [ ] Resubmit assignment, paper, or computer program (specify requirements and due date)
- [ ] Retake an alternate version of the exam
- [ ] Receive reduced credit, grade, or zero on assignment or exam (specify grade)
- [ ] Receive reduced final grade or failing grade for the course (specify grade)
- [ ] Other (specify): ________________________________

Instructor Signature: ________________________________
Instructor Name (please print): ________________________________ Date: ________________________________
Phone: ________________________________ Email Address: ________________________________

5. **To the Student:**
Should you have any questions about academic sanctions or the conduct procedures, please contact your academic department or the UC Berkeley Extension Registrar’s Office at (510) 642-4111 or registrar@unex.berkeley.edu. **BEFORE you sign this form, if you disagree with the academic sanction(s) proposed, do NOT sign this form.** Instead, request that the case be referred to the Registrar for further investigation. Please note that if you sign the form, the sanction agreed to is final and will not be altered or further pursued by UC Berkeley Extension **unless** you have a prior related conduct record, as explained below.

*By signing this form, I understand the violation with which I am charged and accept the proposed academic sanction proposed. I understand that if I have accepted the sanctions for a prior related violation, UC Berkeley Extension may pursue additional conduct action including more severe sanctions, including suspension or dismissal. I understand that I am expected to know and abide by the academic expectations in this course and those outlined in the UC Berkeley Extension Code of Student Conduct. I understand that this form will be kept in a confidential file in the UC Berkeley Extension Registrar’s Office, the UC Berkeley Extension Dean’s Office, and the relevant UC Berkeley Extension academic department for at least four years and alone will NOT create an official UC Berkeley Extension student conduct record.*

Student Signature: ________________________________
Student Name (please print): ________________________________ Date: ________________________________
Phone: ________________________________ Email Address: ________________________________

**SEND THIS FORM TO:** Registrar’s Office
UC Berkeley Extension
1995 University Avenue, Suite 110
Berkeley, CA  94704-7000
Phone: 510-642-4111
Fax: 510-643-2333

Original to Registrar’s Office
Copies to:
- Student
- Instructor
- Academic Department
- Dean’s Office

**Destroy Date:** 4 years from date of student signature