

Clayton State University  
Office of Community Standards  
**SPECIFICATION OF CHARGES FORM- ACADEMIC MISCONDUCT**

Student Full Name: \_\_\_\_\_

ID#: \_\_\_\_\_

This is the student's first incident of academic misconduct at Clayton State University: Yes  No

*If this is the student's second incident of academic misconduct, refer the case to the Office of Community Standards.  
For incidents involving a graduate student, automatically refer the case to the Office of Community Standards.*

The steps listed below are followed to ensure the accused student is provided due process during the investigative and hearing processes. After each step, the student will initial acknowledging they received the appropriate information and were given the opportunity to choose when applicable.

I. The alleged violations were discussed and explained to me. I am aware that I am being charged with violating the following policies of the Student Conduct Code:

	Responsibility?	
	Accept	Deny
I. A. Disruption of the Learning Environment	<input type="checkbox"/>	<input type="checkbox"/>
I. B. Giving or Receiving Unauthorized Assistance	<input type="checkbox"/>	<input type="checkbox"/>
I. C. Unauthorized Materials or Equipment	<input type="checkbox"/>	<input type="checkbox"/>
I. D. Furnishing Unauthorized Exam Information or Materials	<input type="checkbox"/>	<input type="checkbox"/>
I. E. Plagiarism and Misrepresentation of Work	<input type="checkbox"/>	<input type="checkbox"/>
I. F. Violating Testing Rules and Procedures	<input type="checkbox"/>	<input type="checkbox"/>
I. G. Falsification & Fabrication	<input type="checkbox"/>	<input type="checkbox"/>

If referred to Student Conduct, state reason for referral: \_\_\_\_\_

II. The purpose of this meeting and an overview of the conduct process and my Rights and Responsibilities have been explained and provided to me.

\_\_\_\_\_  
*Student Initials*

III. The hearing/sanctioning options available to me have been explained and I have chosen:

[ ] I accept responsibility for my actions regarding the charge of misconduct. I agree to accept the sanctions imposed. Furthermore, I understand that I may face additional charges and a judicial hold on my account if any sanctions are not completed by the assigned deadline. By accepting responsibility I also understand that I am waiving my right to a hearing and an appeal. I choose the sanction authority below to administer my sanction:

I Instructor (Complete Adjudication Form)

[ ] I deny responsibility and am formally requesting that this matter be referred to a formal hearing. The formal hearing can be with a Hearing Officer or with the University Hearing Panel. The Hearing authority selected below will determine whether or not I am "In Violation" of the Clayton State University Code of Conduct and will administer appropriate sanctions if I am found "In Violation". I choose the hearing authority below to adjudicate my case.

Hearing Officer – One (1) Faculty Member

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Conduct Officer or Instructor Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Course Title

\_\_\_\_\_  
Course #

\_\_\_\_\_  
Print Name & Title of Conduct Officer or Instructor

# Clayton State University

## Office of Community Standards

---

### ACADEMIC MISCONDUCT: REQUEST FOR INSTRUCTOR TO ADJUDICATE

I accept responsibility for the charge of Academic Misconduct that occurred in:

\_\_\_\_\_  
Course Title

\_\_\_\_\_  
Course Number

\_\_\_\_\_  
Date

I understand that by doing so, I waive my right to a formal hearing. I request that the instructor adjudicate the case. I also understand that this material will be referred to the Office of Community Standards and that I will receive the minimum sanction specified on the course syllabus and be placed on disciplinary probation for two (2) semesters of enrollment. This is my first offense of academic misconduct while a student at Clayton State University. All student conduct files will be held in the Office of Community Standards/Office of the Vice President of Student Affairs for 5 years after the student's graduation or last date of attendance.

I have read the section entitled, "Special Procedures for Adjudicating Cases of Academic Dishonesty" in the Clayton State University Disciplinary Procedures (pg.3) and understand my rights and options.

\_\_\_\_\_  
Student's Name (Please Print)

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Student's Laker ID Number

\_\_\_\_\_  
Date

***To be Completed by Instructor:*** (choose from drop down box or enter sanction).

\_\_\_\_\_  
Specify the sanction issued for this violation

\_\_\_\_\_  
Instructor's Name and Title (Please Print)

\_\_\_\_\_  
Instructor's Signature

\_\_\_\_\_  
Date

This form can be emailed to the student for signature. Once complete, please email a copy to studentconduct@clayton.edu or or upload to the Office of Community Standards Online reporting form [https://clayton-advocate.symplicity.com/public\\_report/index.php/pid582429?](https://clayton-advocate.symplicity.com/public_report/index.php/pid582429?)