

**FACULTY DISPOSITION FOR UNDERGRADUATE ACADEMIC DISHONESTY**

**For Faculty:** Please submit this signed form to the Center for Student Conduct at <https://conduct.berkeley.edu/report/> only if:

- you have resolved the matter directly with the student,
- and the student *does not dispute* the facts

**Complaints must be submitted within sixty (60) days that you knew or reasonably should have known of the alleged violation.**

Please note that the Center for Student Conduct will consider separate sanctions in addition to the academic sanction(s) listed below. Additionally, a first-time academic violation generally results in a Non-Reportable Warning and other sanctions, however the Center for Student Conduct reserves the right to adjust these sanctions.

**Academic Sanction(s) Proposed by Instructor:**

- Retake exam
- Receive reduced credit or zero on exam (specify grade) \_\_\_\_\_
- Receive reduced final grade or failing grade for the course (specify grade) \_\_\_\_\_
- Receive reduced credit or zero on assignment, paper, or computer program (specify grade) \_\_\_\_\_
- Resubmit assignment, paper, or computer program (specify due date) \_\_\_\_\_
- Other (please specify): \_\_\_\_\_

**Faculty Name:** \_\_\_\_\_ **Course Number:** \_\_\_\_\_ **Term:** \_\_\_\_\_

**Faculty Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**For Student:** Please read over this form in its entirety before signing. Should you have any questions about academic sanctions or the conduct process, the following resources are available for you to consult before signing this form:

Center for Student Conduct: 510-643-9069 (<http://sa.berkeley.edu/conduct>)  
 Your College Academic Advising Office  
 Student Advocate Office: 510-642-6912 (<http://advocate.berkeley.edu>)

**Do not sign this form if you disagree with the alleged violation(s) – instead, request that the case be referred to the Center for Student Conduct for review.**

By signing below, you confirm that you have read, understand, and agree to the following:

- I engaged in behavior that violated the Code of Student Conduct and accept responsibility for specifically violating:
  - 102.01 Academic Misconduct: All forms of academic misconduct including but not limited to cheating, fabrication, plagiarism, or facilitating academic dishonesty
- I understand that this form will be kept in a confidential file in the Center for Student Conduct for five years after the end of the academic year in which the case is closed, or in the case of repeated violations the end of the academic year in which the most recent case is closed, or as otherwise required by law, provided there are no incomplete sanctions or conditions
- I understand that the Center for Student Conduct has no authority over the instructor's academic sanction (proposed above)
- I understand that, by signing below, my agreement with the proposed academic sanction is final and will not be altered by the Center for Student Conduct
- I understand that my College and Instructor will be informed of the resolution of this violation. Further, I understand my College may have a policy that affects my enrollment status in this course, such as limiting my ability to withdraw from the course, retroactively adding me to the course, or retroactively reverting my grading option change request to my original grading option.
- I understand that a first-time academic violation generally results in a Non-Reportable Warning and other sanctions, however the Center for Student Conduct reserves the right to adjust these sanctions

**Student Name:** \_\_\_\_\_ **SID:** \_\_\_\_\_

**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## How to use the Faculty Disposition Form

In first time incidents of academic misconduct, the Berkeley Code of Student Conduct offers a *faculty disposition form* as a means of resolving alleged violations of the Code between a faculty member and a student.

FDFs are only applicable in the following situations:

- A student is accepting responsibility for the violation (there will not be more severe penalties if a student declines to sign the FDF)
- The student is an undergraduate
- It is the first violation

If a student signs an FDF, the instructor will implement the agreed upon academic penalty and will forward the FDF to the Center for Student Conduct (CSC). The student then receives a letter from the CSC informing them that they are being issued a non-reportable warning and assigned an educational activity.

If a student declines to sign the FDF or if this is not your first violation, the student will receive an alleged violation letter (refer to the process outlined in the [Berkeley Code of Student Conduct](#)).

## What happens when a student is found responsible or accepts responsibility through an FDF?

For academic misconduct cases where a student is found responsible or accepts responsibility, there are two separate consequences: conduct sanctions and academic penalties. The below section outlines the difference between these.

**Conduct Sanctions:** The Center for Student Conduct is solely responsible for determining conduct sanctions for a case. Instructors do not determine conduct sanctions, and students are not sanctioned differently for declining to sign an FDF.

We recognize that every case is unique and consider what sanctions will best meet student's learning and needs. For reference, standard starting points for proposed sanctions are:

- First violation: Nonreportable warning and reflective activity (consistent with a student accepting responsibility through an FDF)
- Second violation: Disciplinary probation for the remainder of studies and an academic integrity seminar.
- Third violation: Suspension and further educational interventions.
- Fourth violation: Dismissal.

**Academic Penalties:** If a student is found responsible at the conclusion of conduct process or accepts responsibility for a violation of academic misconduct, instructors may issue an academic penalty. Instructors are solely responsible for academic penalties, and the Center for Student Conduct does not have any input on these.

Academic penalties may take the form of:

- Resubmitting the project, assignment, or exam
- Receiving reduced credit or zero on the project, assignment, or exam.
- Receiving a reduced final grade or failure of the course.

If it is close to the end of the semester, instructors may issue a grade of "RD" until the case is resolved.

## What resources are available to students who might want more support?

### Student Advocates Office

Email: [help@sao.asuc.org](mailto:help@sao.asuc.org) | Phone: (510) 642-6912 | Office: 412B Eshleman Hall

### Ombuds Office for Students & Postdoctoral Appointees

Phone: 510-642-5754 | Office: 102 Sproul Hall