

Academic Misconduct Checklist
Texas A&M University-Corpus Christi
Student Conduct & Community Standards

Process:

- Instructor believes a violation occurs and gathers any evidence that exists.
- Instructor completes the “Academic Misconduct Incident Form” found online at studentconduct.tamucc.edu under the “Faculty and Staff Resources” section.
- Instructor notifies the student that a meeting is needed and adds to documentation of this to the existing evidence.
- Instructor meets with the student to discuss the incident. Date of meeting: _____.
- Student accepts responsibility for the misconduct: Yes_____ No_____.
- Student agrees to assigned sanctions: Yes_____ No_____.
- Student and Instructor sign and date the form.
- All documentation is submitted to Student Conduct & Community Standards online via studentconduct.tamucc.edu for record keeping and any additional action that may be required.
- Copies of all documentation are also provided to the chair of the department as official notification of the incident.

Students have the right to:

- Be notified of the alleged misconduct and respond to the allegations via the Academic Misconduct Incident Form.
- Participate at an Academic Integrity Hearing.
- Appeal the decision of the Academic Integrity Hearing Panel.
- View their conduct file by submitting a written request to the Student Conduct Officer.

If you have any questions as an instructor or student, please feel free to contact Student Conduct & Community Standards at 361.825.6219