

ALTERING DOCUMENTS

Honor Code Definitions II. C. (16)

Altering or falsifying academic documents such as transcripts, change of schedule forms, closed class cards, doctors' excuses, grade reports, and other such documents.

SEMESTER	OFFENSE	FACULTY OR HONOR COUNCIL DECISION	SANCTION
Spring 2007	None.		
Summer 2007	None.		
Fall 2007	Student lied about class attendance in Health Education. Student also submitted a falsified excuse from another professor for missing class in order to be allowed to turn in the Checkpoint #1 assignment that was due that day.	Faculty	Received a "0" on the assignment.
Spring 2008	Student submitted a withdrawal form for Biology containing a forged signature.	Faculty	Required to submit new withdrawal form. Grade changed to "WF". Authorization to allow professor to submit evaluation will be included with all applications to medical schools.
Spring 2008	Student submitted an unofficial transcript containing falsified grades and an elevated GPA along with application for acceptance into two Finance classes.	Honor Council	Suspension for two semesters.
Summer 2008	Student submitted to the Baylor registrar a "Change in Schedule" form marked "DP" for Biology and Chemistry containing forged signatures of the professors.	Faculty	Placed back in classes and no refund issued.
Fall 2008	Student submitted a "Change in Schedule" form for Spanish to Registration and Academic Records containing a forged signature for the professor and a forged check in the "DP" Grade Assigned box.	Honor Council – (2 nd offense Automatic Referral)	Received an "F" in course, is suspended for spring and summer, 2009, cannot earn transfer credit while suspended, and is on probation until graduation.

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Fall 2008	Student submitted a signed "Change in Schedule" form for English to Registration and Academic Records, and completed a section of that form (the grade to be assigned) that student was not authorized to complete. The assigned grade may only be completed by the professor of the course.	Faculty	Grade changed to "DF".
Fall 2008	Student submitted a "Change in Schedule" form for Human Performance to Registration and Academic Records and completed a section of that form (the grade to be assigned) that student was not authorized to complete. The assigned grade may only be completed by the professor of the course.	Faculty	Grade changed to "DF".
Fall 2008	Student submitted a "Change in Schedule" form for Mathematics to Registration and Academic Records containing a forged signature for the professor.	Honor Council	Received a permanent "F" in the course and 20 hours of community service.
Fall 2008	Student submitted a "Change in Schedule" form for Theater to Registration and Academic Records containing a forged signature for the professor.	Honor Council	Received a permanent "F" in the course and 40 hours of community service.

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Fall 2008	Student submitted a "Change in Schedule" form for Mathematics to Registration and Academic Records containing a forged signature for the professor and a forged check by the "DP" Grade Assigned box.	Honor Council	Received a permanent "F" in the course and 40 hours of community service.
Fall 2008	Student submitted a falsified physician's note from the Baylor Health Center to excuse an absence in Finance.	Honor Council	Received an "F" in the course.
Spring 2009	Student submitted a "Change in Schedule" form to Registration and Academic Records containing a forged signature for student's professor and a forged check by the DP box.	Honor Council	Received a permanent "F" in course and 20 hours community service to be completed by June 1, 2009. Failure to complete the hours will result in suspension for the fall 2009 semester.
Spring 2009	Student submitted a "Change in Schedule" form to the Registration and Academic Records Office which contained a forged check in the assigned grade box. The professor had not completed that section of the form.	Honor Council	NOT GUILTY.
Spring 2009	Student submitted a "Change in Schedule" form to the Registration and Academic Records Office which contained a forged signature and a forged check in the assigned grade box.	Honor Council	Received a "DF" in the course and 20 hours of community service. Failure to complete the community service by the deadline will result in suspension for the spring 2010 semester.

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Spring 2009	Student submitted a "Change in Schedule" form to the Registration and Academic Records Office which contained a forged check in the WP assigned grade box.	Honor Council	Received an "F" in the course and 40 hours of community service. Failure to complete the community service by the deadline will result in suspension for the spring 2010 semester.
Spring 2009	Student took an exam on a Scantron form which was returned with a grade of 66. Later, student resubmitted the Scantron form with 12 altered answers claiming that a mistake had been made in the grading. The grade on the altered exam form was 102.	Faculty	Received a "0" on the exam.
Spring 2009	Student submitted a homework assignment claiming that it had been submitted earlier, graded and returned with a grade of "3", but that the TA had not uploaded the grade to Blackboard. In reality, student had forged the grade and the TA's initials. The original assignment grade was a "0".	Faculty	Received the original grade of "0" on the assignment.
Summer 2009	Student falsely claimed to have submitted a valid "Change in Schedule" form to the Registration and Academic Records office earlier in the semester to withdraw passing from a class and submitted a copy of a form to Registration and Academic Records as proof which had a forged signature of the professor of the class.	Honor Council	Received an "F" in course, 20 hours of community service, and a paper (2000 word minimum) about the legal, professional, and personal ramifications of forgery. Failure to complete community service and the paper by the deadline will result in suspension for the spring 2010 semester.

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Fall 2009	Student submitted a Change in Schedule form requesting to drop Chemistry containing a signature and check in the DP field which were not those of the instructor of record.	Honor Council	Received DF in course, placed on probation until May 1, 2010, and required to complete 20 hours of community service.
Fall 2009	Student submitted a Change in Schedule form requesting to drop Computer Science containing a check in the DP field. The signature on the form was not that of the instructor of record, and student was, in fact, failing the class.	Honor Council	NOT GUILTY. None.
Spring 2010	Student misrepresented GPA on petition for course overload in order to be allowed to take the overload, and student altered the approved course overload petition and presented it, as altered, to another academic office in order to be allowed to take additional hours to those granted.	Faculty	Received an official written reprimand from the College of Arts and Sciences and overload petition for Spring 2010 was denied.
Spring 2010	Student engaged in dishonorable conduct in connection with an academic matter when student submitted to the Director of Academic Support Programs a falsified email exchange between student and Director that included a falsified university document (purported to be an unofficial transcript) showing grades student had not earned.	Honor Council	None. Student has withdrawn from the university. Hearing will be held if student returns to the University.
Spring 2010	In order to drop English student submitted a Change in Schedule form to Registration and Academic Records on which student had marked out the "DF" box that the	Honor Council	Received a permanent "F" in class.

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	professor had checked and entered student's own check in the "DP" box.		
Spring 2010	Student submitted a falsified doctor's excuse for missing an exam in Math and lied about having taken another student to the hospital during the exam.	Faculty	Received a "0" for the exam.
Spring 2010	Student submitted a falsified doctor's excuse for missing an exam in Math and lied about having been to the hospital during the exam.	Faculty	Received a "0" for the exam.
Fall 2010	<ol style="list-style-type: none"> 1. Student presented to professor a falsified medical excuse in order to take a test ENV that student had missed. 2. Student lied to professor when student told her that student had gone to the Hillcrest emergency room; 3. When asked to provide a medical excuse that student claimed to have for missing class, student gave professor an excuse for a date during the week prior to the absence. 4. When asking professor to reconsider the sanction, student claimed to need only 16 credit hours to graduate; however university records did not indicate that student was on the graduation list. 	Honor Council – (2 nd offense Automatic Referral)	Received an "F" for the course and required to perform 20 hours of community service.
Fall 2010	Student changed incorrect answers to correct answers on an exam that was returned for review in Family and Consumer Sciences, and student resubmitted the corrected exam for a new grade telling the professor that the scanner had made an error in grading the exam.	Faculty	Received the grade originally made on the exam.
Fall 2010	Student changed an incorrect answer on an	Faculty	Received a "0" for the exam.

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	exam Scantron that had already been returned to student in Finance and resubmitted the Scantron with the corrected answer.		
Spring 2011	Student was absent for a test in German and upon request from the professor for a doctor's note, student presented an excuse from the Baylor Health Center on which the date had been altered from another date to the date of the test. In addition, student misrepresented facts to the professor about student's reason for the absence.	Faculty	Received a "0" for the test.
Spring 2011	Student submitted as student's own for credit in Biology an exam Scantron student had taken from another student without the other student's knowledge. In addition, student altered the document to make it appear as if it were student's own and lied to the faculty member about the altered document.	Faculty	Received an "F" for the course.
Spring 2011	Student forged the signature(s) of other student(s) on attendance sheet(s) in Physics when the other student(s) was(were) not present for class.	Faculty	Received a "0" for the attendance/participation portion of the course grade.
Spring 2011	Student forged the signature(s) of other student(s) on attendance sheet(s) in Physics when the other student(s) was(were) not present for class.	Faculty	Received a "0" for the attendance/participation portion of the course grade.
Spring 2011	Student forged the signature(s) of other student(s) on attendance sheet(s) in Physics when the other student(s) was(were) not present for class.	Faculty	Received a "0" for the attendance/participation portion of the course grade.
Spring 2011	Student forged the signature(s) of other student(s) on attendance sheet(s) in Physics when the other student(s) was(were) not	Honor Council – (2nd offense	Received a permanent "F" in the course but may retake the course.

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	present for class.	Automatic Referral)	
Spring 2011	Student forged the signature(s) of other student(s) on attendance sheet(s) in Physics when the other student(s) was(were) not present for class.	Faculty	Received a "0" for the attendance/participation portion of the course grade.
Spring 2011	Student forged the signature(s) of other student(s) on attendance sheet(s) in Physics when the other student(s) was(were) not present for class.	Faculty	Received a "0" for the attendance/participation portion of the course grade.
Spring 2011	Student submitted for credit for benchmarks 10, 17 and 18 in Teaching Education class at Mountainview Elementary School and another fake letter student falsely represented was signed by a parent. Additionally, during a 3 way conference review, student initially lied about the letters when discussing benchmarks 17 and 18.	Faculty	Received a "0" for assignments and for professionalism grade for the course.
Spring 2011	Student forged the signature(s) of other student(s) on attendance sheet(s) in Physics when the other student(s) was(were) not present for class.	Faculty	Received a "0" for the attendance/participation portion of the course grade.
Spring 2011	Student forged the signature(s) of other student(s) on attendance sheet(s) in Physics when the other student(s) was(were) not present for class.	Faculty	Received a "0" for the attendance/participation portion of the course grade.
Spring 2011	Student forged the signature(s) of other student(s) on attendance sheet(s) in Physics when the other student(s) was(were) not present for class.	Faculty	Received a "0" for the attendance/participation portion of the course grade.
Spring 2011	Student forged the signature(s) of other student(s) on attendance sheet(s) in Physics when the other student(s) was(were) not present for class.	Faculty	Received a "0" for the attendance/participation portion of the course grade.

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Spring 2011	Student forged the signature(s) of other student(s) on attendance sheet(s) in Physics when the other student(s) was(were) not present for class.	Faculty	Received a "0" for the attendance/participation portion of the course grade.
Spring 2011	Student forged the signature of the site supervisor on a final site evaluation and site time log sheet and then submitted these documents for credit for student's practicum in Family and Consumer Sciences.	Faculty	Received an incomplete and required to repeat the course and practicum. Also required to write letters of apology, read the book "There's No Such Thing As Business Ethics "and submit a paper on it, and write another paper on "Ethical Standards in the Workplace."
Spring 2011	Student submitted two falsified doctor's excuses to professor to excuse absences in Spanish.	Honor Council – (2 nd offense Automatic Referral)	Pending
Spring 2011	Student submitted for credit in Human Performance a paper student claimed had been submitted and graded earlier in the semester, however the handwritten grade on the paper submitted was not that of the professor.	Faculty	Received a "0" on the assignment.
Summer 2011	Student changed an answer on a graded exam in Math and told the professor that the answer had been incorrectly graded.	Faculty	Received an "F" for the course.
Fall 2011	After giving a quiz in Spanish, the professor gave the correct answers to the quiz before he asked for the papers to be submitted. While he was giving the answers, student wrote the answers on a second sheet of paper and then submitted those answers, instead of the original answers, for a grade on the quiz.	Honor Council	NOT GUILTY. None.
Fall 2011	While the professor in Family and Consumer Sciences was giving correct answers to a quiz taken September 29, 2011 that she had just returned to student graded, student erased	Faculty	Received a "0" for the exam.

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	and corrected answers to three questions on the scantron form and then resubmitted it claiming it had originally been graded wrong.		
Fall 2011	When questioned by professor about an assignment for Educational Psychology that was overdue, student lied by saying student had already emailed the assignment to professor when student had not. Student also claimed to have completed the 3-hour observation of the Piper Child Development Center when student had only completed 2 hours of the observation. On the last day for late assignments to be accepted, student did submit the assignment for credit. When professor asked about the third hour, student lied and told professor that student had actually completed the three hours but had made a mistake on the time log. Having been asked for documentation of the third hour of observation by professor, student presented to professor a revised time log indicating falsely that student had completed the observation from "9-noon". The instrument also contained a signature student had forged for the director of the Piper Child Development Center.	Faculty	Received an "F" for the course.
Fall 2011	Student submitted falsified doctor's notes in order to obtain excused absences in French.	Faculty	Received an "F" in the class.
Fall 2011	Student emailed to the Journalism professor a scanned copy of a doctor's note on which student had changed the date.	Faculty	Received an "F" for the course.
Fall 2011	Student signed another student's name on the attendance form in Political Science. That	Honor Council	Reduced grade in course by one-half letter grade.

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	student was not in attendance.		
Spring 2012	Student fabricated an email indicating it was from a University administrator when it was not, and sent it to student's father as if student had forwarded it from the administrator. In addition, the email claimed falsely that a computer error was responsible for student's inability to register for Spring 2012 classes. In fact, student had been suspended for academic reasons. Student also included one of the administrator's co-workers on the email further exacerbating the offense.	Honor Council	Pending
Spring 2012	On multiple occasions, with accused student's knowledge, another student or students signed accused student's name to the attendance sheet in Art when accused student was not present in class. When confronted about this, accused student misrepresented the facts to the professor about the incidents in question.	Faculty	Absences recorded for each of the instances. Final grade reduced by one letter grade. Student required to sit on the front row in assigned seating until the end of the semester.
Spring 2012	Student altered answers on a graded exam in Math and presented the corrected exam to the professor falsely claiming that it had been misgraded.	Faculty	Received a "0" on the exam.
Spring 2012	Student submitted a falsified excuse note from the Baylor Health Center to the lab TA in order to make up a lab student had missed in Environmental Science. In addition, student gave the TA a \$50 gift card at the same time.	Faculty	Received a "0" for the lab report.
Spring 2012	In order to receive credit for attendance, student misrepresented facts to the professor about two absences in Business. In addition, student manufactured documents and	Faculty	Received an "F" for the course.

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	presented them as notes for the two class periods when in fact student did not attend class those days.		
Summer 2012	Student misrepresented facts to a university representative in order to be allowed to add a class late. In addition, after being allowed to add that class, student altered the university form to add another class that had not been approved.	Faculty	Received a letter of reprimand.
Fall 2012	In order to receive an academic advantage, student presented to university officials in the Institute for Air Science a fake Commercial Pilot's license and a fake verification letter purportedly signed by an FAA official.	Faculty	No sanction was imposed since not currently enrolled as a student. If student returns to Baylor, must meet first with representatives of department and Office of Academic Integrity.
Fall 2012	Student forged the signatures of two teaching mentors onto lesson plans that student then submitted for credit in Teacher Education.	Faculty	Received a "0" on the assignment and required to write letters of apology.
Fall 2012	Student submitted a falsified doctor's note to excuse an absence in Chemistry where student missed a laboratory experiment required for student's grade in the course.	Faculty	Received a "0" for the missed lab, lost TA points (10% of grade) and may not drop any grades for the course.
Fall 2012	Student submitted a falsified doctor's note to excuse an absence in Chemistry where student missed a laboratory experiment required for student's grade in the course.	Faculty	Received a "0" for the missed lab, lost TA points (10% of grade) and may not drop any grades for the course.
Fall 2012	Student changed the name on another student's exam in Biology to student's name and told the professor that the exam was student's when it was not.	Faculty	Received a "0" on the exam.
Fall 2012	Student submitted a falsified doctor's note to excuse an absence in Chemistry.	Faculty	Received a "0" on the assignment.
Fall 2012	Student a falsified doctor's note to excuse an absence in Chemistry. Student also provided a similar falsified doctor's note for another	Faculty	Received a "0" on two assignments and forfeit attendance and conduct grades.

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	student to use and lied to that student about the validity of the note. Finally, when questioned about the note by the professor student misrepresented facts about the incident repeatedly.		
Fall 2012	Student submitted a falsified doctor's note to excuse an absence in Chemistry where student missed a laboratory experiment required for student's grade in the course.	Faculty	Received a "0" for the missed lab, lost TA points (10% of grade) and may not drop any grades for the course.
Fall 2012	In order to drop Baylor interdisciplinary Core class with a passing grade, student submitted an Add/Drop form to the Office of the Registrar marked with a "DP" designation and containing a forged signature for the professor. The form which had been approved and signed by the professor contained a "DF" designation.	Faculty	Received a "DF" for the course.
Fall 2012	In order to drop Human Performance class, student submitted an Add/Drop form to the Office of the Registrar marked with a "DP" designation and containing a forged signature for the professor.	Faculty	Receive a "DF" for the course.
Fall 2012	Student submitted for credit in Music class four journals and signature pages summarizing student's observations in music classes at local public schools. Three of the four signature pages contained forged signatures, three of the four journals contained false information, and student lied about having attended and observed the music classes on the days in question.	Faculty	Received a "0" for the assignment.
Spring 2013	Student forwarded a falsified email, purportedly from Assistant Registrar and copied to student, to the professor in an	Honor Council	Placed on probation for the Spring 2013 semester. Any future Honor Code violation will result in suspension for a fall or spring semester.

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	attempt to have grade for the fall 2012 semester in Mathematics changed to a higher grade.		
Spring 2013	While reviewing student's exam in Biology, in order to receive credit for one of the problems, student erased and changed an incorrect answer to the problem, then told the professor falsely that there was an erasure error.	Faculty	Forfeited all participation points. Also reported to academic advisor.
Spring 2013	Student altered a test and then asked to have it regraded in Mathematics. Student lied to the professor, stating there were two questions that deserved more credit than student had been given, when in fact, student had changed the answers after the test was returned.	Faculty	Received the actual grade earned on the test.
Spring 2013	Student falsified the signature of student's mentor teacher on course documents in order to gain credit for work that had not been done in accordance with class requirements.	Faculty	Received an "F" for the course.
Summer 2013	None		
Fall 2013	Student took a letter previously written by student's professor and changed the letter, then submitted it as a reference letter from student's own email accounts for two different internship programs.	Faculty	Removed from the applicant pool for both internships.
Fall 2013	Student altered an email University staff member had sent student and then forwarded the altered email to the Office of the Dean of Arts and Sciences at Baylor as evidence that student had been given permission to take last 30 hours away from Baylor, when in fact, the staff member's original email had denied the request.	Honor Council – (2nd offense Automatic Referral)	Official transcript will include this statement, "Student carries two permanent Honor Code violations."

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Spring 2014	Student forged the name of a professor to three petitions for course substitutions, and then submitted the petitions for approval.	Honor Council	Placed on probation for remainder of time at Baylor. Any further violation will result in automatic suspension in addition to any other sanctions for additional offense.
Spring 2014	Student submitted an assignment for credit in Chemistry and it was marked with a deduction of -20% by the teaching assistant because it was turned in late. The assignment was returned to student for further work. Student then altered the document to remove the designation of point deduction and submitted it to another TA for credit.	Honor Council	Received a permanent F for course with option to retake course for credit.
Spring 2014	Student submitted for credit in Civic Education and Community Service a falsified record of volunteer hours which included either a forged or duplicated signature for the volunteer coordinator.	Faculty	Received an "F" for the course.
Summer 2014	Student repeatedly misrepresented facts to professor in Physics and manufactured emails to attempt to support the misrepresented facts in order to gain an extension of time to complete an assignment.	Honor Council	Received a permanent "F" for the course.
Fall 2014	On several occasions student signed the roll sheet used for counting attendance in Lifetime Fitness, but left class immediately thereafter.	Faculty	Received a deduction from participation grade of 15 points for each day that student left class after signing the roll.
Fall 2014	Student told professor that an assignment student had submitted for credit in Family and Consumer Sciences had not been graded, when it had been, and further provided the professor with a copy of the assignment without the evaluation to try to prove student's misrepresentation that the	Honor Council	NOT GUILTY

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	assignment had not been graded.		
Spring 2015	Student falsely told professor that student had completed an extra credit assignment for credit in Economics but had not received extra points. Having no record that student had submitted the assignment the professor asked student to provide the graded assignment, and student provided a fabricated graded assignment.	Faculty	Received no points for the assignment and violation was reported to the OAI.
Spring 2015	Student recorded attendance and took a lecture quiz online without being present in class for Environmental Studies.	Honor Council	Pending
Spring 2015	Student recorded attendance and took a lecture quiz online without being present in class for Environmental Studies.	Faculty	Received a "0" on the quiz and the violation was reported to the Office of Academic Integrity.
Spring 2015	Student recorded attendance and took a lecture quiz online without being present in class for Environmental Studies.	Faculty	Received an "F" for the course unless the course was dropped. Received a "0" for the quiz.
Spring 2015	Student sent a falsified email, purportedly from the professor, to other class members in Geology canceling the class.	Faculty	The violation was reported to the Office of Academic Integrity.
Spring 2015	Having been instructed by the professor to use no outside sources, student submitted for credit in Political Science a paper containing passages taken word for word or in substance from the internet without properly identifying said passages or crediting the original author(s). When the professor contacted student to let student know that student was failing the course for excessive absences and plagiarism, student claimed to have just been released from the hospital following surgery and attached a manufactured or forged doctor's note as proof of the claim.	Honor Council – (3rd offense Automatic Referral)	Received an "F" in the course for the plagiarism and excessive absences. Expelled for 3 rd violation.

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Summer 2015	Student forged initials on a falsified grade report for English then submitted to the academic advisor.	Honor Council – (2nd offense Automatic Referral)	Received a Permanent "F" for the course. "F" will remain in the GPA. Required to write a Reflection Journal meeting approval of OAI Director and Honor Council Chair, and must meet with Associate Dean of Student Conduct Administration before December.
Summer 2015	Student altered a graded quiz in Mathematics then lied to the professor by saying that the quiz had been graded incorrectly and points should be returned.	Faculty	Received a permanent "0" on the quiz.
Fall 2015	In Biology student altered a graded exam then lied to the professor by saying that the exam had been graded incorrectly.	Faculty	Received a "0" for the exam, the grade cannot be replaced with the grade on the final exam, and if student dropped the course in an attempt to escape the penalty, student will receive an "F" for the course.
Fall 2015	In order to drop Lifetime Fitness and Music, student submitted to the Baylor registrar an "Add/Drop" form containing a forged signature for student's advisor.	Faculty	Student was reinstated in the two courses indicated on the Add/Drop form and given the earned grade for each.
Fall 2015	Student signed the attendance record for two students who were not present in Psychology.	Faculty	Points were deducted from class participation grade and the incident was reported to: 1. The department chair, 2. Student's ROTC Supervisor, and 3. The Office of Academic Integrity
Fall 2015	Student submitted falsified time cards claiming hours worked for an internship in Human Performance that student had not worked.	Faculty	Received an "F" for the internship.
Spring 2016	Student submitted a falsified doctor's note in an attempt to be allowed to make up an exam in Music. Student submitted this forged doctor's note to obtain excused absences in at least two other courses.	Faculty	Will not be allowed to make up the exam and will not be allowed to drop the course. If already dropped the course, will be reinstated.

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Summer 2016	Student created a fake email account appearing to be related to a Baylor program and forwarded an email misrepresenting facts about self from that account to Baylor officials in order to gain an academic scholarship. In addition, student lied to University staff members when asked questions about the email.	Faculty	Did not receive the scholarship and was not allowed to mentor in the program.
Fall 2016	In order to have absence from class excused, student sent an email to your professor in Spanish saying that student had gone to the hospital that morning, when student had not, and sent a picture of a hospital armband as proof of the claim. In fact, the armband in the picture was one from an earlier visit to a hospital in California.	Faculty	Received a "0" for the quiz missed in class that day, and absence was changed to "unexcused".