

This form should be used by a faculty member when a violation of College policies on academic dishonesty has taken place. Complete the following form and submit the form, along with supporting documentation, to the Vice President of Academic Affairs.

Name of Student:	Date:	

Name of Instructor: _____ Class: _____

Type of academic dishonesty:

□ Cheating: use of unauthorized materials, unauthorized copying or collaboration.

□ Fabrication: intentional misrepresentation or invention of any information.

□ Plagiarism: the use of another's words, ideas, data, or product without appropriate acknowledgement.

 \Box Collusion: assisting another to commit an act of academic dishonesty.

□ Academic Misconduct: grade tampering, fraud, misrepresentation, obtaining or distributing part of a test. □ Other:

Provide a summary of the incident (include date, time, place). Describe the documentation and/or supporting evidence of dishonesty.

I have given the following penalty in connection with the academic work affected by this violation:

Describe any contact with the student since the incident (Include copies of any email communication).

Instructor's signature and date:

Student acknowledgement of this report and the opportunity to appeal:

Student signature and date: _____

Action taken (to be completed by the Vice President of Academic Affairs):