

Academic Misconduct Form

Every instructor has the authority and responsibility to address instances of academic misconduct directly and immediately. For each offense, which is a violation of the Code of Student Conduct, the instructor completes an Academic Misconduct form that is sent to the Dean of Academic Affairs and Dean of Student Services. This form, signed by both the instructor and the student, will become a part of the student's permanent file. The student may initiate the academic appeals process if they dispute the evidence of misconduct.

Student Name: _____

Course Name: _____

Student ID: _____

CRN: _____

Instructor's Name: _____

Semester and Year: _____

Date: _____

Description of Incident (to be completed by instructor):

Attachment of any evidence? No Yes, number of pages: _____

Consequence:

Instructor signature: _____

Student signature: _____

Associate Dean of the Academic Division signature: _____

Dean of Academic Affairs signature: _____

The first offense of academic misconduct may result in a grade of "F" or "0" for the assignment and/or failure in the course at the discretion of the instructor. Any subsequent instances of academic misconduct will require the student to meet with the Dean of Academic Affairs. The Dean will determine the consequence for subsequent instances of academic misconduct.