



Form 3.40.1 Academic Dishonesty Report Form

This form outlines the procedures to be followed in reporting incidents of Academic Dishonesty. Academic Dishonesty is a violation to the Student Code of Conduct. Please contact the Dean of Students if you have any questions or concerns.

Faculty Name (Print) _____ Campus _____
 Faculty Contact Phone Number _____ Email _____
 Today's Date _____ Date of Incident _____

Student's Name (Print) _____ Campus _____
 Course Name _____ Course Number _____
 Case Number _____

Description of Incident: (please check)

- Cheating:** the use or attempted use of unauthorized materials, information, or study aids; unauthorized copying or collaboration
- Plagiarizing:** the use of another's words, ideas, or product without appropriate acknowledgement
- Falsifying academic information:** the intentional misrepresentation or invention of any information, such as falsifying research, inventing or exaggerating data
- Collusion:** to assist another to commit an act of academic dishonesty, such as paying or bribing someone to acquire a test or assignment, to take a test or do an assignment for someone else
- Other Academic Misconduct:** to intentionally violate MRC policies, such as tampering with grades

Details of Incident: (please attach copies of relevant documents)

(use back of page if needed)

Has this student violated academic integrity policy before in your class?

Yes No If so, how? _____

If Yes, has the student been warned of consequences for violating academic integrity policy in the future?

Yes No If so, how? _____

Sanctions imposed by faculty member:

Please list the academic sanction(s) that have been or will be imposed. Please be specific to avoid confusion about the penalty or grade assigned at a later date. The Dean of Students will review this form to decide if additional disciplinary sanctions may be warranted for repeat violators of the Student Code of Conduct.

- a. _____ Verbal or written warning
- b. _____ Additional work or assignment (specify requirement and due date)
 _____ Re-submit assignment, paper or program by: _____
 _____ Re-take exam by: _____
- c. _____ Reduction of grade
 _____ Reduced credit or zero on assignment paper
 _____ Reduced credit or zero on exams
 _____ Reduced final grade
 _____ Failing grade for the course
- d. _____ Other Sanction imposed: _____

Faculty Recommendation:

- Expulsion from class
- Academic probation
- Expulsion from college

Faculty Signature _____ Date _____

Please copy this form for your records and give a copy to the student. A copy should also be forwarded to the Dean of Students to place in student's confidential records and to further discipline repeat offenders, if necessary)

Date given to student: _____

Date forwarded to Dean of Students: _____

Student appeal filed on: _____

Hearing held on: _____

Case Number: _____

Action taken by Dean:

Date final decision communicated to faculty: