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)

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(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: __________________________
Action taken by Dean:

Date final decision communicated to faculty: