

Reporting Form for Academic Dishonesty to Academic Affairs Integrity File

For all cases of violations to the Academic Integrity Policy, please complete and return this form to the Dean (who will then forward it to the Vice President for Academic Affairs in the Office of Academic Affairs).

Please Print Clearly or Type (computer version will automatically adjust to content)

Reporting Date		Date of Incident	
Student's Name			
Student's ID#			
Faculty's Name			
Department			
Faculty Phone		Faculty Email	
Course Name		number/section	
Detailed Description of Incident			
Date of Conference with Student			

Faculty Action/Recommended Action: Use "AT" for action taken or "RA" for recommended action

	"F" in course		Lower grade on the assignment/paper
	"F" or zero on assignment		Written reprimand from Dean placed on student's record
	Re-do assignment/paper		
	Tutoring		Lower final course grade
Other, please specify:			

Signature of person reporting incident

Date

Student intends to file a grievance on this action: Yes No

Student Signature*

Date

Dean Signature

Date

- *Dean must forward this report and **all pertinent documentation** to the Academic Affairs Integrity File in the Office of Academic Affairs.*
- *Dean must hold this report until the student college grievance process has been completed.*
- *Academic Affairs will forward a copy of this form to the Athletic Compliance Officer if student is a student athlete.*

* Student signature acknowledges receipt of a copy of this report and that student has been apprised of his/ her rights stated in the [Academic Affairs Section of the Student Policy and Procedure Manual](#) and particularly that the faculty member is required to file a record with the Office of Academic Affairs whenever a student is confronted and/or disciplined for cheating (Reporting Form for Academic Dishonesty). If student refuses to sign the reporting form, the person reporting the incident should duly note such in space provided for student signature. Documentation of student receipt of copy of form via email may also be attached in lieu of student signature. The Office of Academic Affairs will maintain these records and any student confronted and/or disciplined for multiple offenses (**more than one**) of academic dishonesty will be brought before the Academic Affairs Integrity Committee (**AAIC**) for further review and/or sanctions.