ACADEMIC DISHONESTY REPORT FORM

Student Accused
Name: ___________________________  Student ID# _________________________

Local Address: _____________________  Local Phone: _________________________

Instructor Making Accusation
Name: ___________________________  Dept.: ________________________________

Position: __________________________  Phone: _____________________________

Academic Honesty Violation
Date of Violation: ___________________  Course/Selection: _______________________

Description of the violation (Attach additional sheets as needed, including supportive data):
_______________________________________________________________

_______________________________________________________________

Proposed Sanction within the Course – up to failure in the course with a grade of “F”
_______________________________________________________________

Signature of Accuser(s)
_____________________________  Date: __________________________
(Instructor of the course, signature required)

_____________________________  Date: __________________________
(Co-accuser, if any; faculty member, student, or administrator)

Date of Initial Meeting: __________________________
(Student must return this form within three (3) university calendar days of this date)

The accusing faculty member and student shall each retain a copy of this form after the initial meeting.

Signature of Accused Student – Sign exactly one of the following two options.
Option #1: I admit to the violation(s) described above and understand the sanction(s) to be imposed. I hereby waive my right to a formal hearing or an appeal of these accusations.

Student: ___________________________  Date: __________________________

Option #2: I understand that I am accused of a violation of the Academic Honesty Policy and may be subject to the sanction(s) described above. My signature indicates only that I have been notified of the accusations(s), not that I agree with them. I waive none of my rights.

Student: ___________________________  Date: __________________________

Date Form Is Submitted to AVP & Dean of Students:
The instructor shall deliver the original of this form, along with any relevant documentation, to the Assistant Vice President & Dean of Students; Academic & Student Affairs within one (1) week of the date when the student returns the form to the instructor. The instructor shall make three copies and, give one to the student and send one to the Dean of the College in which the course is being taught and keep one for his/her own records. This information constitutes part of the student’s educational record and may not disclosed without their signed written consent.

March 2018