Faculty Report Form for Suspected and/or Adjudicated Incidents of Academic Dishonesty

This form must be completed in any instance of suspected and/or adjudicated academic dishonesty. Make a copy for your records and forward the original, along with copies of all available supporting documentation, to the:

Academic Integrity Official
Office of Academic Affairs
Language Hall Rm. 11

Instructor’s Name: ______________________ Dept: ______________________
Ext: ______ E-mail: ______________________ Course: ______ Section: ______ Semester: ______
Student Name: ______________________ Student ID#: ______________________ Date of Incident: ______
Type of Incident: ______ Cheating: ______ Plagiarism: ______ Other: ______
Explanation of Incident:

*PLEASE CHECK ALL APPLICABLE

Examples of Academic Dishonesty
The following examples are by no means an exhaustive list.

Cheating is the unauthorized use or attempted use of material, information, notes, study aids, devices or communications during an academic exercise.

☐ Copying from another student during an examination or allowing another to copy your work.
☐ Unauthorized collaboration on a take home assignment or examination.
☐ Using notes during a closed book examination.
☐ Taking an examination for another student, or asking or allowing another student to take an examination for you.
☐ Changing a graded exam and returning it for more credit.
☐ Submitting substantial portions of the same paper to more than one course without consulting with each instructor.
☐ Preparing answers or writing notes in a blue book (exam booklet) before an examination.
☐ Allowing others to research and write assigned papers or do assigned projects, including use of commercial term paper services.
☐ Giving assistance to acts of academic misconduct/dishonesty.
☐ Fabricating data (all or in part).
☐ Submitting someone else’s work as your own.
☐ Unauthorized use during an examination of any electronic devices such as cell phones, palm pilots, computers or other technologies to retrieve or send information.

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Plagiarism is the act of presenting another person’s ideas, research or writings as your own.

- Copying another person’s actual words without the use of quotation marks and footnotes attributing the words to their source.
- Presenting another person’s ideas or theories in your own words without acknowledging the source.
- Using information that is not common knowledge without acknowledging the source.
- Failing to acknowledge collaborators on homework and laboratory assignments.

Internet plagiarism includes:

- Submitting downloaded term papers or parts of term papers.
- Paraphrasing or copying information from the internet without citing the source.
- “Cutting & pasting” from various sources without proper attribution.

Obtaining Unfair Advantage is any activity that intentionally or unintentionally gives a student an unfair advantage in his/her academic work over another student.

- Stealing, reproducing, circulating or otherwise gaining advance access to examination materials.
- Depriving other students of access to library materials by stealing, destroying, defacing, or concealing them.
- Retaining, using or circulating examination materials which clearly indicate that they should be returned at the end of the exam.
- Intentionally obstructing or interfering with another student’s work.

Falsification of Records and Official Documents

- Forging signatures of authorization.
- Falsifying information on an official academic record.
- Falsifying information on an official document such as a grade report, letter of permission, drop/add form, ID card or other college document.

Did the student admit to the charge of cheating, plagiarism or other act of academic dishonesty? Yes _____ No _____

Explain: ____________________________________________________________

Have you resolved the matter informally? Yes _____ No _____

If yes, how? A failing or reduced grade on the exam/paper ________ A failing or reduced final grade ________

If no, do you advocate further action by the college? Yes _____ No _____

Referral to the Department Grade Appeals Comm. ________

Referral to College Faculty Grade Disципlinarу Comm. ________

NOTE: IF THE MATTER IS REFERRED TO THE FACULTY STUDENT DISCIPLINARY COMMITTEE, A PENDING (“PEN”) GRADE MUST BE ASSIGNED.

Signature of Faculty Member ________________________________ Date: __________________________

This is to certify that I have received and read the above report.

Signature of Student ________________________________ Date: __________________________

Adjudication:

DEPARTMENT GRADE APPEALS COMMITTEE/COLLEGE STUDENT-FACULTY DISCIPLINARY COMMITTEE

Signature of Adjudicator ________________________________ Date: __________________________