



## ALLEGED ACADEMIC DISHONESTY REPORT

Please send this form to the Student Conduct Code Officer, West Charleston – W18D, Fax: 651-5041, Cheyenne – C1T, Fax: 651-4650, Henderson – H1B, Fax: 651-3503. *This report is placed in the student's temporary disciplinary file but does not become a part of the student's permanent academic record unless so noted in sanctions.*

DATE: \_\_\_\_\_

**STUDENT:** \_\_\_\_\_ CSN ID Number **C** \_\_\_\_\_

Contact Telephone Number (if available): \_\_\_\_\_

**RESPONSIBLE INSTRUCTOR / DESIGNEE:** \_\_\_\_\_

Office: \_\_\_\_\_ Telephone: \_\_\_\_\_ Mail Code: \_\_\_\_\_

Email address: \_\_\_\_\_ Course Number / Section: \_\_\_\_\_

Semester / Year \_\_\_\_\_ Date of Incident: \_\_\_\_\_

**ALLEGED ACADEMIC DISHONESTY VIOLATIONS: Check applicable items below**

A. Plagiarism	D. Falsifying information
B. Receiving External Assistance during any academic activity (i.e., providing aid; use of camera telephones, text messages; materials from previous classes; working with others on examinations without express permission of instructor; possessing, buying/selling materials for assignments without consent of instructor)	E. Attempting to influence or change any academic materials
	F. Falsifying or misrepresenting any hours/activities related to internships, clinical activities, etc.
C. Turning in the same work in more than one class (without instructor's permission)	G. Acting as a substitute for another student or using another person as a substitute in any academic activity
	H. Facilitating, permitting or tolerating any of items A. through G.

DESCRIPTION OF ALLEGED VIOLATION(S) AND/OR ATTACHMENTS:  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**PROPOSED SANCTION(S):**

**A. Proposed Academic Sanctions (to be filled in by faculty or designee)**

1. Resubmitting an Assignment	4. Failing grade for assignment or other activity
2. Reduction of points/letter grade for the assignment or other activity	5. Failing grade for course
3. Reduction of points/letter grade for the course	

**B. Requested Conduct Sanctions (if applicable, to be filled in by SCCO or designee)**

1. Transcript notation (approved by Dean / Director)	6. Administrative removal from a class
2. Academic Integrity Seminar	7. Recommendation for withdrawal of credit for previously accepted course or requirement
3. Reflection letter of understanding written by student	8. Recommendation for revocation of a degree or certificate
4. Disciplinary warning or probation	9. Referral to the appropriate legal authorities
5. Suspension or Expulsion (approved by College President)	

**DECISION:** Initial Meeting    Chair/Director Meeting    Appeal Board    College President    **MEETING DATE:** \_\_\_\_\_

1. The allegations are dismissed	4. The student accepts responsibility for the violation but does not accept the academic sanction(s) and requests a hearing
2. The student accepts responsibility for the violation and accepts the academic sanction(s)	5. Student declines "Initial Meeting"
3. The responsible instructor/designee believes a violation occurred with the student not admitting responsibility and requesting a hearing	

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Instructor/Designee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Chair/Director Signature (if required): \_\_\_\_\_ Date: \_\_\_\_\_

Dean/Director Signature (if required) \_\_\_\_\_ Date \_\_\_\_\_

College President's Signature (if required): \_\_\_\_\_ Date: \_\_\_\_\_