

Academic Honesty Procedures Report Form
Adopted February 10, 2009

This form is to be used by faculty in reporting incidents of academic dishonesty. Academic dishonesty is defined as cheating on exams and other course assignments, misappropriating the published and unpublished work of others, and/or engaging in other generally recognized forms of inappropriate academic activity (see the university catalogue(s) for further information).

To be completed by the faculty member:

Student Name: _____

1. In which class or situation did the incident of academic dishonesty occur? What was the nature of the incident? Please include sufficient detail so as to provide a clear understanding of the nature of the exercise and the circumstances of the incident (e.g. what happened, when, and where) and any other specifics you deem appropriate.

2. The penalty to be administered:

3. Faculty signature. By my signature, I attest that I have fully informed the student of the charge I have brought against him or her, the penalty to be imposed, and the student's right of appeal to the Department Chair and Vice President for Academic Affairs. I have provided the student with a copy of this form.

Faculty member's signature:

Date signed:

To be completed by the student:

You have the right to respond to your instructor's charges on this form in the space provided below, or on an attached sheet of paper.

By signing this document, you are not admitting any guilt, but rather acknowledging that the instructor has discussed the matter with you, informed you of your right of appeal to the Department Chair and Vice President for Academic Affairs, and provided you with a copy of this form.

A copy of this report will be placed in a temporary file in the office of the Vice President for Academic Affairs – not in your permanent file. In the event the VPAA receives notice of a repeat offense, s/he will contact the instructors involved, as well as the Department Chair, with whom he will meet to discuss the appropriate action to be taken. You will be informed in writing of that decision.

If no formal action is taken against you by the university, or unless there is due cause to retain the file, this report will be destroyed upon your graduation.

As long as your file is in the possession of the VPAA the information in that file will be deemed confidential and disclosed to faculty only on an as needed basis only.

Student response:

Student signature:

Date: