

Richland College

Academic Dishonesty Report Form

(Please print this page for your use.)

Procedures to be followed in confronting a student regarding Academic Dishonesty are outlined in the Student Code of Conduct. If you have any question, please contact the Vice President for Student Learning or the Vice President for Student Development.

Faculty Name (Print): _____ Division: _____
Course Name and Number: _____
Faculty Contact Phone Number: _____ Email: _____
Date of Incident: _____

1. **The Following Student has Violated DCCCD Policies on Academic Dishonesty:**

Student Name: _____ ID# _____

Location of Violation (classroom, lab, test center, etc.); _____

2. **Type of Violation:**

CHEATING – The term “**cheating**” includes, but is not limited to (mark all that apply to this situation):

___ Use of any unauthorized assistance in taking quizzes, test, examination, standardized tests (Accuplacer, THEA, Michigan, etc.), credential tests, or professional licensing tests.

___ Copying from another exam paper before, during, or after the exam

___ Having someone else take an exam in the student’s place, or taking an exam for someone else

___ Collaboration on take-home exams where it has been forbidden

___ Dependence upon the aid of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments.

___ The acquisition, without permission, of tests or other academic material belonging to a member of the DCCCD faculty or staff

PLAGIARISM ___ The term “**plagiarism**” includes, but is not limited to (mark all that apply to this situation):

___ The use, by paraphrase or direct quotation, of the published or unpublished work of another person, without full and clear acknowledgment

___ The unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials

____ The use of previous work created by the student without the prior approval from the faculty member

____ Other acts of plagiarism: _____

3. **Summary of Incident:** Please attach relevant documents (or copies), such as crib notes, copies of exams, or plagiarized materials and their sources.

4. **Academic Sanctions to be assessed by Faculty:** What academic sanction(s) have been or will be imposed by the instructor? Please be specific to avoid confusion about the penalty or grade assigned at a later date. This form will be reviewed by the Vice President for Student Learning to decide if additional disciplinary sanctions may be warranted for repeat violators of the Student Code of Conduct. At this point, it would be referred to the Vice President for Student Development.

____ Written or oral warning

____ Performance of Additional work (specify requirements and due date)

____ Re-submit assignment, paper or program by (date) _____

____ Re-take exam by (date) _____

____ Reduced credit or zero on assignment, paper or program (specify grade) ____

____ Reduced credit or zero on exam (specify grade) _____

____ Reduced final grade or failing grade for the course (specify grade) _____

____ Other Sanction/Recommendation (Please specify)

Faculty Signature: _____ Date: _____

Dean Signature: _____ Date: _____

5. **FOR THE STUDENT:** The disciplinary sanctions above are applied in accordance with the provisions of the Student Code of Conduct, a copy of which is available at DCCCD Code of Student Conduct published in the DCCCD Catalog at <http://www1.dccd.edu/cat0506/ss/code.cfm> If you agree with the charge(s) and accept the academic sanction assigned, the sanction becomes final. If you disagree that academic dishonesty has occurred or with the sanction imposed, you may appeal the case to the dean of the appropriate division.

I understand the violation with which I am charged. I also understand that in the circumstances of this case so warrant, the Vice President for Student Learning may also impose relevant non-academic penalties. I understand that notice of appeal of this decision, if any must be filed with the division dean. If I am not satisfied with that decision, I may appeal in writing to the Vice President for Student Learning (VPSL). Further appeal in writing may be made to the President (within 10 days of the VPSL decision) whose decision is final. I understand that this form will be kept in a confidential file with the appropriate dean and/or VPSL and/or VPSD.

____ **I accept** responsibility for the academic dishonesty and the academic sanction that has been imposed by the faculty member and waive further administrative procedures.

____ **I disagree** that academic dishonesty has occurred or with the sanction that has been imposed, and I understand I may file a written appeal to the VPSL and/or the President with the 10 days as outlined in the Student Code of Conduct.

Student Signature: _____ Date: _____

Mailing Address: _____

Phone: _____ Email: _____

(**Faculty**, please copy this form for your records and for the student and send the original to the appropriate division dean.)