

Academic Dishonesty Reporting Form Directions

When a faculty member responsible for a course suspects a student has committed an act of academic dishonesty, as defined in Administrative Procedure 5501 and the College Catalog, within ten (10) working days after discovery of the act, the faculty member arranges a meeting with the student to discuss the allegations, provide the supporting evidence and explain the academic sanctions / consequences resulting from the act of academic dishonesty. If the course is a fully online course or meeting face-to-face is not an option, the faculty member will schedule a video or phone conference or use email to discuss the allegation of academic dishonesty. If a student fails to respond to the faculty member's request for a meeting or attend a scheduled meeting, or when the apparent academic dishonesty is detected near the end of the semester and the faculty member makes a good-faith effort to contact the student but is unable to do so, the faculty member should complete the investigation, impose a penalty, and complete this form.

After meeting with the student and conducting any additional investigation needed, the faculty member shall make a decision as to whether misconduct occurred.

- If the faculty member concludes that no misconduct occurred, the matter ends there. There is no academic sanction imposed, and there will be no record in the student's file of a dishonesty charge.
- If the faculty member concludes that academic dishonesty occurred, s/he may impose an academic sanction for the course. Sanctions that may be imposed by the faculty member include, but are not limited to, those listed on the reporting form.

The faculty member should use this form if s/he concludes that the student in question violated the Ohlone College procedure on academic honesty, or the student in question failed to meet with the faculty member. The form should be submitted to the faculty member's dean and the Vice President, Student Services (VPSS) within five (5) working days of meeting with the student to discuss allegations.

Academic Dishonesty Reporting Form

Please complete this form and submit to the appropriate division dean and the Vice President, Student Services (VPSS) within five (5) working days of meeting with the student to discuss allegations. It is not necessary to type this form, but please make it legible!

1. It has been concluded that the following student committed a violation of the standards of academic honesty as defined in AP 5501:

Name _____ Student ID# _____

Dept./Course No./Section No. _____

Semester/Year _____

2. Type of violation:

Cheating as defined in Administrative Procedure 5501

Plagiarism as defined in Administrative Procedure 5501

Falsification, Theft or the Sale of Protected Materials as defined in Administrative Procedure 5501

Please note that students found to have committed an act academic dishonesty at the level of Falsification, Theft or the Sale of Protected Materials will, at a minimum, be placed on disciplinary probation per Administrative Procedure 5501.

3. Summary of the incident (attach a summary if more space is needed):

4. Academic sanction imposed by instructor – check all that apply. (Additional penalties may be imposed by the College administration after reviewing this form and other records.)

_____ Referred for disciplinary probation for Falsification, Theft or Sale of Protected Materials.

_____ Referred for administrative sanctions.

_____ Failed grade on assignment, exam, paper, project, or coursework involved.

_____ Lowered grade on assignment, exam, paper, or coursework involved.

_____ Retake or resubmit assignment, exam, paper, project, or coursework involved.

_____ Complete additional assignment, course work, exam, paper, project, or coursework.

_____ Oral Reprimand.

_____ Other (please specify sanction)

NOTE: A grade of "F" earned in the course as a result of sanctions for academic dishonesty is final and shall be placed on the transcript.

Faculty Name (please print) _____

Dept. _____ Phone # _____

Signature Date _____

5. Appeals: If the student disagrees with the charge of Academic Dishonesty, they have the right to appeal the charge within ten (10) working days of signing this form to the Academic Appeals Committee. A student not knowing what constitutes academic dishonesty at Ohlone College is not grounds for appeal. The student files the appeal by completing a Student Appeal of a Charge of Academic Dishonesty form and submits it to the Vice President, Academic Affairs. Please refer to "Process for Appealing Charges of Academic Dishonesty" in Administrative Procedure 5501 for more on the appeals process.

If the student indicates that they intend to file an appeal, but fails to do so within the ten (10) day window, the Vice President, Student Services' (VPSS) Office applies the appropriate administrative sanctions. The student and the instructor are informed of administrative sanctions imposed by the VPSS.

6. Student Response:

- A. I understand the violation with which I am charged and accept the faculty disposition. I understand that if circumstances warrant, the College administration may consider additional sanctions. I understand that this form will be kept in a confidential file in the Office of the Vice President, Student Services.

Student Signature _____ Date _____

Mailing Address _____

Phone _____

- B. I understand the violation with which I am charged, but do not admit responsibility and claim my right to appeal. A completed Student Appeal of a Charge of Academic Dishonesty form must be submitted to the Vice President, Academic Affairs within ten (10) working days of the date signed below. I understand that if circumstances warrant, the College administration may also consider additional sanctions. I understand that this form will be kept in a confidential file in the Office of the Vice President, Student Services.

Student Signature _____ Date _____

Mailing Address _____

Phone _____

- C. The course in which the alleged incident of academic dishonesty occurred in is taught on-line; therefore, the informal student conference was conducted via e-mail, chat, phone, or other remote communication. The student:

Selected response option A above.

Selected response option B above.

- D. Please select all that apply and initial.

The student did not appear at scheduled meeting.

The student was unavailable to meet.

The student did not respond to my request for a meeting.

The student refused to sign this form.

Other (please explain):

_____ Faculty Initials

Academic Dishonesty Reporting Form/8-10 (rev. 4-19)