## **Alleged Academic Dishonesty Reporting Form**

## **CONFIDENTIAL**

All instances of academic dishonesty must be documented and reported to the Office of Academic Affairs using this form.

Instructor:	Date of alleged violation
Course:	
CRN:	Date of initial communication with student:
Student:	
Student ID:	(If communication is by email, attach email to this form.)
Description of Alleged Violation:	
Scheduled meeting date with instructor:	
INSTRUCTOR ACKNOWLEDGEMENT: Check one below and sign.	
Student met with instructor to discuss alleged violation and informed student of his/her responsibility to contact Office of Academic Affairs within 5 weekdays from the meeting date.	
□ Student refused to meet or did not show up for the scheduled meeting date after initial communication.	
Instructor signature:	
STUDENT ACKNOWLEDGEMENT:	
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I acknowledge that I have met with instructor on date listed above, and if the alleged violation is not worked out with my instructor at this meeting, it is then my responsibility to contact the Office of Academic Affairs within 5 weekdays from the meeting date above. I also understand that if I do not follow up with the alleged violation code according to the timeline described herein, a code of conduct violation could be initiated (see student handbook or catalog).

Student signature \_\_\_\_\_

## INSTRUCTOR:

- . The original document shall be signed and filed with the Office of Academic Affairs within 24 hours from meeting date.
- A copy of this document shall be provided to the student.