

F.4.2.3.F (Form) Academic Integrity Report Form

Responsible Departments: Vice Chancellor for Student Success, Vice Chancellor for Academic Success

Based on Board Policy: [F.4.2](#) - Student Conduct

Approved: 4-30-10

Last Amended:

ACADEMIC INTEGRITY REPORT FORM

Date: _____ Course: _____ Semester: _____

Student: _____ Instructor: _____

Banner ID: _____

Description of incident: _____

(attach additional sheets if necessary)

Meeting with student held: Yes

No – Reason _____

If student is completely unavailable for a meeting, instructor will provide his/her decision and sign form. Form is scanned, electronic copy to Chief Student Affairs Officer, paper filed with department

Instructor's decision, with supporting documentation _____

(attach additional sheets if necessary)

Instructor's signature: _____ Date: _____

Student: I (agree disagree) with the decision of the instructor.

Student's Comments: _____

(attach additional sheets if necessary)

Student's signature: _____ Date: _____

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If student is in agreement, the form and any attached sheets are scanned, electronic copy goes to Chief Student Affairs Officer, paper filed in department. If student disagrees, form should be sent *immediately* to chair* with date noted below:

FLAG: The Chair* must review and sign before or on _____ (5 business days after date of student's signature). (date)

Chair's* decision: _____

Chair's* signature: _____ Date: _____

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Faculty member: I (agree disagree) with the decision of the Chair*.

Faculty Member's signature: _____ Date: _____

Student: I (agree disagree) with the decision of the Chair*. (signature line on next page)

Student's signature: _____ Date: _____

If student and faculty member are in agreement, the form and any attached sheets are scanned, electronic copy goes to Chief Student Affairs Officer, paper filed in department. If either disagrees, form should be sent *immediately* to **Academic Integrity Committee** with date noted below:

FLAG: The Academic Integrity Committee must notify the Chief Student Affairs Officer of the need to convene an Academic Integrity Panel and notification of the *date to convene* must be sent to student and faculty member before or on _____ (5 business days after student's or faculty member's second signature). (date)

Decision of Academic Integrity Panel: _____
(uphold or reverse Chair's* decision)

Date: _____

Signature: _____ Print Name: _____

Signature: _____ Print Name: _____

Signature: _____ Print Name: _____

Signature: _____ Print Name: _____

Signature: _____ Print Name: _____

Form and any attached sheets are scanned, electronic copy sent to Chief Student Affairs Officer and Chief Academic Affairs Officer, paper filed in appropriate department. A written notification of the Panel's decision is sent within 5 business days to student and faculty member. Decision of the Panel is final.

*Dean or dean's designees if chair is not available.