

Faculty Report of Suspected Academic Dishonesty Transmittal Form

This form is to be completed in all instances when a student is suspected of academic dishonesty. Alleged violations of Plattsburgh's student academic honesty policy, including allegations of cheating and plagiarism, will be referred to the College Judicial System for documentation and/or adjudication.

Instructor Name: _____

Campus Address/Phone Number: _____

Student Name: _____ Student ID #: _____

Procedural Checklist:

____ The student has been contacted and notified that a violation of academic honesty may have occurred. Dates/modes of contact: _____

____ The instructor has reviewed the college's *Procedures for Addressing Suspected Academic Dishonesty*. Date: _____

____ The student has been given the reference source for the college's *Student Academic Honesty Policy* and the *Procedures for Addressing Suspected Academic Dishonesty*. Date: _____

____ The student has been informed of his/her right to present a written rebuttal to these allegations and to receive access to all information relative to this matter. Date: _____

____ The student has been given a succinct description of the suspected violation(s). Date: _____

____ Substantive indications of the suspected academic dishonesty (e.g., existence of witnesses and/or proof such as copies of papers and referenced plagiarized sources, exams, etc.) have been presented to the student. Date: _____

____ The student has been informed that a report will be filed with the Coordinator of Judicial Affairs. Date: _____

