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: _______
Discussion Outcomes:

Option 1: _____The student admits to the alleged academic dishonesty.
   _____The instructor has specified the following sanction (not to exceed a failing grade for the course):__________________________________________________.
   (The student may appeal the sanction set by the instructor through the College Judicial System.)
   OR
   _____The instructor recommends a more stringent sanction (____________________
   ________________________) and refers this case to the College Judicial System.

Option 2: _____The student denies the alleged academic dishonesty.
   Student denial of the alleged academic dishonesty constitutes a request for a formal review through the College Judicial System.

Summary explanation of the suspected offense(s):

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Faculty
Signature:________________________________________Date:___________________________

Distribution: Original to Coordinator for Judicial Affairs, Kehoe 606; copies to instructor, student.