**Academic Misconduct Incident Form**

This form is to be submitted to the Provost, via the Associate Dean of Faculty, Calvert 104 A, for each incident, *even if informal means, such as conferencing with the student and imposing minimal penalties, are taken to resolve the issue.* Make a copy for the student, keep a copy for yourself, and submit the original to the Associate Dean of Faculty. Whether you determine this to be minor or major academic misconduct you may choose to impose an in-course penalty or to request a hearing by the Academic Judicial Board.

Professor Course Name and Number

Date Student

I have detected the following form of academic misconduct in my class regarding this student

Cheating on an exam, quiz or other activity; aiding other students without permission, etc.

Plagiarism • submitting another¹s work as one¹s own work

Falsification of documents or furnishing false information

Re-submission of work done for another class

Other

Brief description of the incident and/or evidence of academic misconduct:

I consider this incident Minor or Major Academic Misconduct

Major or Minor incidents you may consider the following sanctions:

Verbal warning to the student (and a copy of this form)

Re-do the assignment or write on a new topic

Additional work

Grade reduction for the assignment, exam, quiz, etc.

Grade reduction for the course

F for the assignment, exam, quiz, etc.

Other (please explain what action you took and why)

For Major incidents you may consider the following sanctions:

Re-do the assignment or write on a new topic

F for the assignment, exam, etc.

F for the course

Re-assignment to a new mentor in the case of SMPs

Other (please explain what action you took and why)

I choose: (select one)

to impose an in-course penalty

to request an Academic Judicial Board Hearing

Check to request an Academic Judicial Board hearing to assign:

a. an extra-course penalty i.e. a permanent notation on the student’s transcript indicating the reduced grade or failure in the course is for academic misconduct

b. notation and recommended suspension

c. notation and recommended expulsion

d. other, as described in Article III, Section 4.5.4.4 of The Student Hand book, "Judicial Procedures for Academic Misconduct"