Faculty Report Form for Suspected Incidents of Academic Dishonesty

It is necessary to complete this form to report any instance of suspected academic dishonesty. Please review the CUNY Policy on Academic Integrity at: http://www.cuny.edu/about/info/policies/academic-integrity.pdf

Make a copy of this report for your records. Forward the original, along with copies of all available supporting documentations, to the:

Student Conduct Coordinator
Office of the Dean of Student Affairs
Room A-216, Telephone# 718-368-5563

Instructor Name: _________________________________
Dept.:___________________ Tele. No.:___________________ E-mail:___________________
Course: _____________ Section: ___________ Semester:_________________________

Student Name: ______________________________________ Student ID#:________________
Date of Incident: __________________________
Type of Incident: _______________Cheating____________Plagiarism____________Other____

Explanation of Incident: __________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________

Did the student admit to the charge of cheating, plagiarism or other act of academic dishonesty?
Yes _____    No______

Explanation: ___________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________

Have you resolved the matter informally?  Yes ____   No____
If yes, How?
A failing grade on the exam/paper _________ A failing final grade ________
Other _____ (please explain)

________________________________________________________________________________________

If no, do you advocate further action by the college and possible referral to the Faculty-Student Disciplinary Committee?   Yes ______      No ____

Signature of Faculty Member: _________________________   Date: ______________________