

Faculty Report Form
Incidents of suspected Academic Dishonesty (AIV-1)

It is necessary to complete this form to report any instance of suspected academic dishonesty. Make a copy for your records and the Academic Department Chairperson, and forward the original, along with copies of any supporting documentation to the Office of the Associate Dean of Student Affairs (L-418).

Instructor Name: _____

Department: _____ Telephone No.: _____

E-Mail Address: _____

Course: _____ Course Section _____

Student Name: _____ SS#: _____

Address: _____ Phone: _____

Date of Incident: _____ Time of Incident _____ Location _____

Type of Report: Formal Informal [indicate if resolution pending or matter resolved]

Type of Incident: Cheating Plagiarism Fabrication _____

Academic Misconduct Falsification of Records and Official Documents
Other _____

First Offense: _____ Second Offense: _____

Explanation of Incident: _____

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Your stated policy on academic integrity: A failing grade on the activity a final grade of F

Other (please explain)

Did the student admit to the charge of cheating, plagiarism or other act of academic integrity?

Yes No

Signature of Faculty Member _____ Date _____

The disciplinary sanctions above are outlined in a pamphlet entitled Academic Integrity Policy at Queensborough Community College available in Judicial Affairs (Library Building, Room 418), most offices on campus, Academic Departments and on the web at <http://www.qcc.cuny.edu>. If you agree with the charge(s) and accept the academic sanction assigned, the sanction becomes final. If you disagree with the charges and/or the sanction imposed, you have the right to appeal the action of the instructor to the Chairperson of the affected Academic Department within thirty (30) days (see attached Appeal Form- AIV II).

You should also note that one additional violation by the student will result in disciplinary action following the procedures of Article XV of the University Bylaws that may lead to suspension or expulsion .