

INCIDENT OF ACADEMIC DISHONESTY REPORT

Date: _____

Name of Student: _____

Student ID#: _____

Alleged violation of academic integrity _____

Date of Incident: _____

Time of Incident: _____

Place of Incident: _____

Signature of person reporting incident

Date

To Be Completed by Instructor

Penalty prescribed by instructor: _____

_____ Accept penalty Date penalty completed _____

_____ Incident referred to Registrar for processing under the Student Code of Conduct.

Student Signature

Date

Instructor Signature

Date

Copy to Student, Dean and Registrar

Revised 12/15/10 CE

STUDENT CODE OF CONDUCT CHECKLIST

Violations of Academic Integrity

Date: _____

_____ Instructor reviews incident and checks the Academic Integrity section of the Student Handbook to determine whether there is sufficient reason to proceed with the charge.

_____ Instructor checks for record of prior incidents with the Registrar (762-0242 or chris.engle@mcc.edu)

_____ Instructor completes Incident Report and communicates charge to student (copy to Dean), using the appropriate college form.

_____ If student admits guilt and accepts prescribed penalty, the matter is resolved. Forward a copy of the completed form, including student signature, to Chris Engle, PCCLL, for filing.

_____ If student maintains innocence or if there is a record of prior charges, refer the incident to the Registrar and forward the completed form to the Registrar. The incident will be processed under the Student Code of Conduct.

REMEMBER:

- Dismissal or suspension from the course or from the college are actions outside of the instructor's purview.
- Penalties imposed by the instructor are limited to actions within the confines of the class, i.e., failure of assignment, requirement of an alternate assignment, or failure of the course.