

# INCIDENT OF ACADEMIC DISHONESTY REPORT

Date: \_\_\_\_\_

Name of Student: \_\_\_\_\_

SS# or ID#: \_\_\_\_\_

Alleged violation of academic integrity \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Date of Incident: \_\_\_\_\_

Time of Incident: \_\_\_\_\_

Place of Incident: \_\_\_\_\_

\_\_\_\_\_  
Signature of person reporting incident

\_\_\_\_\_  
Date

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## To Be Completed by Instructor

\_\_\_\_ Dismiss

\_\_\_\_ 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

# 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 Associate Registrar or with the Registrar (762-0476 or [troy.boquette@mcc.edu](mailto:troy.boquette@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, or if instructor decides to dismiss charges, the matter is resolved. Forward a copy of the completed form, including student signature, to Troy Boquette, PCC 2020, 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 PCC 2020. 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.