



**SUNY Erie Community College
Faculty Report Form for
Suspected Acts of Academic Dishonesty**

This form must be completed to report and or track any instances of suspected and/or adjudicated academic dishonesty. Make a copy for your records and forward the original, along with copies of all available supporting documentation of the alleged violation, to the department chair or head, dean of academic and the dean of students.

Student Name: _____ SUNY Erie ID: _____

Campus: City North South Date of Incident: _____

Course Title: _____ Course Number: _____ Section: _____

Year: _____ Term: _____ Instructor: _____

Type of Academic Dishonesty (Please select all that applies):

___ **Plagiarism** (the use of another's words, ideas, data, or product without appropriate acknowledgement)

___ **Cheating** (the use or attempted use of unauthorized materials, unauthorized copying or collaboration)

___ **Collusion** (assisting another to commit an act of academic dishonesty)

___ **Other** (grade tampering fraud, misrepresentation, obtaining, distributing any material as part of an academic course.

Describe the incident. Please provide a brief description of the alleged incident here and include any supporting documentation.

Please attach all supporting documentation of the alleged violation.

Did the student receive communication of the alleged violation?

Yes _____ No _____ Type: _____

Did the student receive the Dean of Students Guidance Document "I have been accused of Academic Dishonesty"? Yes _____ No _____ Date: _____

Does the student challenge the instructor's claim that they committed an academic integrity violation? Yes _____ No _____

If the student challenges the alleged violation, skip down to the faculty signature section.

A meeting will be scheduled with the student and a staff advocate of their choosing. Please send copies of this form directly to the department head or chair, dean of academics and dean of students.

If the student does not challenge the allegation, have you resolved the matter informally?

Yes _____ No _____

If the incident was resolved informally, please indicate how:

Informal Resolution:

Have you resolved the matter informally?

Yes _____ No _____ If the incident was resolved informally, please indicate how:

A failing grade on the exam/paper, etc.? Yes _____ No _____

Allotted another assignment?

Yes _____ No _____

If Yes please explain:

If no, do you advocate further action by the college?

Yes _____ No _____

If Yes please explain:

Formal Resolution:

If the student challenges the alleged violation, a meeting should be scheduled with the student and a staff advocate of their choosing. Also, please refer this form directly to the department head or chair, dean of academics and dean of students before the scheduled meeting.

Date/Time of the Meeting _____

Signature of Faculty Member _____ Date _____

Signature of Student _____ Date _____