

**Standard Reporting Form to the Dean for Judicial Affairs for Student
Life For Academic Dishonesty**

A. Date of Report: _____

Date of Sanction: _____

B. Name of Student: _____

School Address: _____

Phone Number: _____

E-mail Address: _____

C. Background:

1. Did you, in writing or in person, inform the student of the charge?

Yes No

2. Did you check to see if this student had other instances of academic dishonesty?

Yes No

3. Please deliver the completed form to the Dean for Judicial Affairs, Jane Hendriksma, of Student Life, Student Life Office, either personally or via Inter Campus Mail (ICM).

D. The charge:

1. Nature of the academic dishonesty: (Cheating on a test, plagiarism of a paper, etc.)

2. How did you become aware of the academic dishonesty?

3. Does this student have other cases of recorded academic dishonesty?

Yes No

4. What was the student's response to the charge?

5. In the event the student contests the charge and is being referred to Student Life for adjudicating, attach a more detailed report on the evidence supporting the charge.

E. The sanction:

1. What was the sanction?

2. What was the student's response to the sanction?

3. In the event the student is appealing the sanction attach the rationale supporting the sanction.

F. Would this student benefit from further conversation with a Dean in Student Life?

Professor's Signature

date

Please Print Name

date