

College of Staten Island
Faculty Report Form For Incidents of Academic Dishonesty

It is necessary to complete this form to report any instance of academic dishonesty. Make a copy for your records and forward the original, along with copies of all available supporting documentation, to the **Office of the VP for Student and Enrollment Services (1A-301)**.

Instructor Name: _____

Dept.: _____ Tel.No.: _____ email _____

Course: _____ Section: _____ Semester: _____

Student Name: _____ Student ID#: _____

Date of Incident: _____

Type of Incident: _____ Cheating _____ Plagiarism _____ Other _____

Explanation of Incident: _____

Did the student admit to the charge of cheating, plagiarism or other act of academic dishonesty? Yes _____ No _____

Explanation _____

Have you resolved the matter informally? Yes ___ No ___ If yes, how?

A failing grade on the exam/paper _____ A failing final grade _____

Other _____ (please explain)

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

Referral to the Academic Integrity Committee or Grade Appeals Comm. _____

Referral to Faculty Student Disciplinary Committee _____

Signature of Faculty Member _____ Date _____

Signature of Chairperson _____

(3/24/06)