



Student Conduct Academic Dishonesty Report Form

Student's name _____ ID number _____

Course/incident occurred in _____

Date of incident _____ Instructor's name _____

Instructor's e-mail _____ Instructor's phone _____

TYPE(s) of academic dishonesty:

- Cheating** (intentional use or attempted use of unauthorized materials, information, or study aids).
- Fabrication** (intentional falsification or invention of any information).
- Plagiarism** (intentionally or knowingly representing the words or ideas of another person as one's own).
- Collusion** (intentionally or knowingly helping or attempting to help another commit an act of dishonesty or tampering with evaluation instruments and documents).

INSTRUCTOR'S SUMMARY OF INCIDENT (Add additional page if needed)

***To be completed by STUDENT – Response/Explanation** (taking responsibility, denial, comments. etc.) Add addl. pg. if needed.

[Check one]

- I accept responsibility for the charge of academic dishonesty described above.
- I disagree that academic dishonesty has occurred. I am aware that I have rights to an appeal as outlined in the Student Code of Conduct Policy.

Student's Signature

Date

***Instructor – If student is unavailable or unwilling to sign, note how this report was communicated to student:**

INSTRUCTOR PENALTY IMPOSED:

- Penalty on assignment _____ F grade in course _____
- Penalty for the course _____ Other _____

Instructor's Signature

Date

STUDENT - Please read and acknowledge the following information by initialing:

_____ *I have been notified of the academic penalty that has been imposed upon me by the instructor.*

_____ *(If applicable.) If the penalty is "F grade in course," I have been informed that I may file a grade appeal if I believe that decision was based on: arbitrariness, prejudice or error.*

_____ *If it is determined that I am responsible for academic dishonesty, I understand that I will be reported to the Dean of Students for possible additional investigation and consequences as defined in the Student Code of Conduct.*

_____ *I understand that a copy of this report will remain in a confidential file in that office.*

_____ *I understand that a 2nd report of academic dishonesty may result in another investigation and possible suspension from the College.*

1. Email a copy of the form and any additional and relevant pages and evidence to the student.
2. Cc: Heidi Olson, Dean of Students on that email.
3. Maintain original for your records.

Instructor's Preferred Response/Action:

- Report only, complaint requires no further action.
- Complainant requests further action and investigation to be taken by Dean of Students.
- Other: _____

Instructor's Signature

Date

Dean's Action/Follow-up:

- Concur with action taken
- Other:

Dean's Signature

Date

If you have questions, please contact Heidi Olson, Dean of Students at 320-222-5209 or heidi.olson@ridgewater.edu.

IMPORTANT:

This report may only be shared with the individual to whom it pertains and with those within the College who have a legitimate educational need for the information on the report. Should the report name additional students, their statutory right to privacy must be protected; for example, their names must be blocked out on any copy of the report shared with the student about whom the report is filed.