

## **SUNY-College at Oneonta Instructor Report of Academic Dishonesty**

Instructors are to complete this report when they have charged a student with a violation of academic integrity. This form and any attachments are to be submitted to the *Office of Judicial Affairs, 119 Netzer Administration Bldg.* A copy should be submitted to the instructor's department chair as well. Instructors may consult with the Office of Judicial Affairs prior to filing this report.

**Please print or type in information for this report.**

Instructor Name \_\_\_\_\_

Campus Address \_\_\_\_\_ Phone Number \_\_\_\_\_

Email \_\_\_\_\_ Department \_\_\_\_\_

Student Name \_\_\_\_\_ Student ID # \_\_\_\_\_

Course Number/Name \_\_\_\_\_

### **Description of Violation**

**Give a brief summary of the violation (use an attached sheet if necessary)**

(Continued on next page)

## Procedures

Indicate dates for the following steps, as well as providing any other requested information.

- Contacted and notified student that a violation of academic integrity may have occurred. Date(s)/modes of contact: \_\_\_\_\_
- Discussed the violation with the student, including presentation of evidence of the violation. Date: \_\_\_\_\_
- Informed student that a report will be filed with the Office of Judicial Affairs. Date: \_\_\_\_\_
- Attached appropriate documentation (i.e., evidence in support of the violation) and a copy of the course syllabus to this form.

## Student Admission

If the student admits to the alleged academic dishonesty, obtain the student's signature below if possible or specify/document other modes of admission.

- Statement of admission:  
"I acknowledge that I have violated the SUNY-College at Oneonta Academic Integrity Policy, as discussed with me and described in this report."

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

- Other mode of admission (specify and attach documentation if possible):  
\_\_\_\_\_

## Outcomes

Check all that apply, as well as providing any other requested information.

- The instructor has determined that the following sanction (not to exceed a failing grade for the course) will be imposed:  
\_\_\_\_\_  
\_\_\_\_\_

- The instructor requests a Standing Disciplinary Board hearing.  
Why: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please attach any additional comments on a separate sheet.

Instructor Signature \_\_\_\_\_ Date: \_\_\_\_\_