Ohlone College

Academic Dishonesty Reporting Form

A faculty member who suspects a student has violated Ohlone College’s Procedure on Academic Dishonesty (AP 5501) shall meet with the student to discuss the matter and hear the student’s response.

After meeting with the student and conducting any additional investigation, the faculty member shall make a decision as to whether misconduct occurred. Both intentional and unintentional incidents of academic dishonesty are subject to sanctions.

- If the faculty member concludes that no misconduct occurred, the matter ends there. There is no academic or administrative sanction imposed, and there will be no record in the student’s file of a dishonesty charge.

- If the faculty member concludes that academic dishonesty occurred, they may impose an academic sanction for the course. Sanctions that may be imposed by the faculty member include but are not limited to those listed on the Academic Dishonesty Reporting form.

The faculty member should use this form if at the conclusion of the informal student conference they conclude that the student in question committed an act of Academic Dishonesty. When the student selects option 6A, the faculty member sends a copy of this form to the Vice President, Student Services and their academic dean. When students select option 6B or section 6C is completed, the faculty member sends a copy of this form to their academic dean.

If a student fails to respond to a request for a meeting or attend a scheduled meeting, or when the apparent academic dishonesty is detected near the end of the semester and the faculty member makes a good-faith effort to contact the student but is unable to do so, the faculty member should complete the investigation, impose their recommended academic sanction, complete this form and send a copy to their academic dean.
Academic Dishonesty Reporting Form

Please complete this form and return to the Vice President, Student Services and your academic dean within ten school days of meeting with the student to discuss allegations. It is not necessary to type this form, but please make it legible!

1. **It has been concluded that the following student committed a violation of the Ohlone College Procedures on Academic Dishonesty:**
   
   Name_________________________________________ Student ID#________________
   
   Dept/Course No/Section No______________________________________________________
   
   Semester/Year of Violation_______________________________________________________

2. **Type of violation:**
   
   ____ Cheating as defined in Section I.A. of the Academic Dishonesty Handbook
   
   ____ Plagiarism as defined in Section I.B. of the Academic Dishonesty Handbook
   
   ____ Egregious Academic Dishonesty as defined in Section I.C. of the Academic Dishonesty Handbook

3. **Summary of the incident (attach another sheet if more space is needed):**
4. **Academic sanction imposed by instructor – check all that apply.** (Additional sanctions may be imposed by the Vice President, Student Services after reviewing this form and other records.)

- ______ reprimand orally
- ______ lower grade on assignment, exam, paper, project, or course work involved
- ______ failing grade on assignment, exam, paper, project, or course work involved
- ______ retake or resubmit assignment, exam, paper, project or course work involved
- ______ complete additional assignment, course work, exam, or paper
- ______ referred for administrative sanctions
- ______ referred to be placed on disciplinary probation for Egregious Academic Dishonesty
- ______ other (please specify sanction)

Faculty Name (please print)_____________________________________________________

Dept_________________________________________ Phone__________________________

Signature_________________________________________________ Date ________________

5. **Appeals:** A student has the right to appeal the faculty member’s decision that the student committed the alleged act of academic dishonesty but not the sanctions imposed by faculty. Ignorance of what constitutes academic dishonesty at Ohlone College is not grounds for appeal. Refer to Administrative Procedure 5501.

Should you have any questions about the discipline procedures, please contact the Vice President, Student Services (510-659-6262).
6. **Student/Faculty Member Meeting and Response:**

The student and instructor referenced in this form discussed the charge of academic dishonesty and consequent sanctions.

Date________________________________ Time________________________________

Modality [ ] In person   [ ] Telephone conference  [ ] Video conference  [ ] Email

At the conclusion of the meeting, the student should select and complete A or B.

**A.** I understand the violation with which I am charged and accept the faculty academic sanction. I understand that if circumstances warrant, the Vice President, Student Services may consider additional sanctions. I understand that this form will be kept in a confidential file in the Office of the Vice President, Student Services and by the reporting faculty member and division dean.

For in-person meeting

Student Signature_________________________________________ Date______________

For email meeting, telephone meeting, or video-conference

[ ] The instructor retains a recording or email to verify student selection of this option.

**B.** I understand the violation with which I am charged, but do not admit responsibility and retain my right to appeal. I will be contacted within ten school days to meet with the dean as the next step of this process. I understand that this form will be kept in a confidential file in the Office of the Vice President, Student Services and by the reporting faculty member and division dean.

For in-person meeting

Student Signature_________________________________________ Date______________

For email meeting, telephone meeting, or video-conference

[ ] The instructor retains a recording or email to verify student selection of this option.

**C.** To be completed by the instructor. Please initial next to all that apply.

___A meeting was held, but at the conclusion, the student refused to sign the form.

A meeting was not held because:

___ student did not appear at scheduled meeting

___ student was unavailable to meet

___ student did not respond to my request for a meeting

___ other (please explain)

[ ] The instructor retains a recording or email to verify student selection of this option.

Academic Dishonesty Reporting Form/8-10 (rev. 4/2018)