**Academic Dishonesty Report Form**

**Please contact the Dean of Students (and / or campus site designee) prior to meeting with student to determine if there are any prior incidents of Academic Dishonesty.** Per the [Student Handbook](http://www.pueblocc.edu/Student_Handbook/), whenever a student’s academic honesty is in question, the instructor should meet with the student to discuss the issue. Please complete required information and the following three (3) steps.

Faculty First Name: Last Name:

Email Address: Date of Incident:

Department: Course Number:

The following student has allegedly violated Pueblo Community College policies on academic dishonesty:

First Name: Last Name: S #:

**1. Type of Violation:** (Please check all that apply)

CHEATING

Copying or any unauthorized assistance in taking quizzes, test, or examinations.

Dependence upon the aid of sources beyond those authorized by the instructor.

Acquisition, without permission, of tests or other academic material belonging to a faculty member, staff member or student of the college.

Dual submission of a paper or project, or resubmission of a paper or project to a different class without express permission from the instructor(s).

Intentionally giving or receiving unauthorized aid or notes on examinations, papers, or class assignments intended to be individually completed.

The unauthorized copying of test or any other deceit or fraud related to the student’s academic conduct.

FABRICATION

Fabrication occurs when a student makes up data or results and records or reports them.

FACILITATING ACADEMIC DISHONESTY

Intentionally or knowingly helping or attempting to help another to violate PCC’s academic integrity standards.

PLAGIARISM

Plagiarism occurs when a student obtains portions or elements of someone else’s work, including materials prepared by another person or agency, and presents those ideas or words as his or her own academic work.

COLLUSION

Collusion occurs when a student collaborates with another without authorization when preparing an assignment.

FALSIFYING ACADEMIC RECORDS

Falsifying academic records includes, but is not limited to, altering grades or other academic records or assisting in the altering of any official record of the College, and/or submitting false information or omitting requested information that is required for or related to any academic record of the College.

**2. Summary of Incident**: Use additional sheet, if necessary. Please attach relevant documents (or copies), such as notes, copies of exams, or plagiarized materials and their sources.

**3. Appropriate Sanction**: Please indicate the appropriate academic penalty to be assessed by the instructor. Be specific to avoid confusion about the penalty or grade assigned at a later date.

Verbal reprimand

Written warning

Performance of additional work (Specify requirements and due date)

Resubmit assignment, papers or program by this date:

Retake exam by this date:

Other:

Changing/reduction of grade (specify grade):

Reduce credit on assignment, paper or program

Zero on assignment, paper or program

Reduced credit on exam / paper / project

Zero on exam / paper / project

Reduced final grade for the course

Failing grade for the course

Withdrawal from the course:

Grade of W

Faculty Signature: Date:

If the student accepts the sanction, have the student sign the appropriate statement listed below and sign the form. The faculty member will then forward the form and supporting documentation to Dean of Students (and / or campus site designee) will review this form to decide if additional disciplinary sanctions are warranted.

If the student disagrees that academic dishonesty has occurred, have the student check the appropriate statement listed below and sign the form. The instructor will then forward the form and supporting documentation to Dean of Students (and / or campus site designee) to address.

If the outcome of an investigation is not resolved at the end of a semester or summer session, the instructor must assign a grade of “Z” (Z meaning no grade) to the student. The “Z” grade is temporary until the academic process has been completed. A “Z” grade can be assigned by contacting the Registrar’s office.

Should a student choose to not participate (is non-responsive) in the academic dishonesty process within three (3) working days of the Dean of Students contacting the student, it will be understood that the student accepts the sanction and the instructor’s recommended sanction will be implemented and whatever grade is imposed will reflect on their transcript.

**For the Student**: The disciplinary sanctions in the form are applied in accordance with the provisions of the Code of Student Behavioral Expectations and Responsibilities, a copy of which is available in the [Student Handbook](http://www.pueblocc.edu/Student_Handbook/). If you accept the academic sanctions assigned, the sanction becomes final. If you disagree that academic dishonesty has occurred, your case will be forwarded to the Dean of Students (and / or campus site designee) will meet with you to follow the Formal Investigation process outlined in the Administration of Student Discipline section in the [Student Handbook](http://www.pueblocc.edu/Student_Handbook/).

I understand the allegation(s) of violating academic dishonesty policies. I also understand that if the circumstances of this case so warrant, the formal investigation process may also impose relevant non-academic penalties outlined in the [Student Handbook](http://www.pueblocc.edu/Student_Handbook/). I understand that this form will be kept in a confidential file in the Dean of Students (and / or campus site designee).

I accept the academic sanction that has been imposed by the faculty member and waive further administrative procedures.

I disagree that academic dishonesty has occurred and understand that this information will be forwarded to the Dean of Students (and / or campus site designee) within five (5) working days as outlined and the Dean of Students (and / or campus site designee) will meet with me to follow the Formal Investigation process outlined in the Administration of Student Discipline section in the [Student Handbook](http://www.pueblocc.edu/Student_Handbook/).

Student Signature: Date:

Street Address: City: State: Zip

Phone #: Email Address: