Standard Reporting Form to the Dean for Judicial Affairs
for Student Life for Academic Dishonesty

A. Date of Report: ______________________
   Date of Sanction: ______________________

B. Name of Student: ________________________________________________________
   Student ID#: ________________________________________________________
   E-mail Address: ________________________________________________________

C. Background:
   1. Did you, in writing or in person, inform the student of the charge?
      □ Yes    □ No
   2. Did you check to see if this student had other instances of academic dishonesty?
      □ Yes    □ No
   3. Does this student have other cases of recorded academic dishonesty?
      □ Yes    □ No
   4. Please deliver the completed form personally or via Inter Campus Mail to Jane Hendriksma, Dean of Students for Judicial Affairs, Spoelhof 364, Student Life Offices.

D. The charge:
   1. Nature of the academic dishonesty: (Cheating on a test, plagiarism of a paper, etc.)
   2. How did you become aware of the academic dishonesty?
3. What was the student’s response to the evidence and the charge?

4. In the event the student contests the charge and it is being referred to Student Life for adjudication, please attach a detailed report outlining the evidence supporting the charge.

E. The sanction:
   1. What was the sanction?

   2. What was the student’s response to the sanction?

   3. In the event the student is appealing the sanction, please attach the rationale supporting the sanction.

F. Would this student benefit from further conversation with a Dean in Student Life?

________________________________________________________________________________________________________

Professor’s Signature

________________________________________________________________________________________________________

Please Print Name