

**Standard Reporting Form to the Dean for the Office of Student Conduct
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 for the Office of Student Conduct, 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