Academic Affairs

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| General Information Student (Completed By Faculty) |
| Student’s Name: | Date of Incident: |
| Faculty Name:(Print) | Course and Section Number: |
| Reason For Referral (Check All That Apply) |
| **\*\*\*Please attach copies of papers, exams, or sources deemed necessary\*\*\***□ Plagiarism□ Cheating on exam□ Cheating by sharing information to another |
| **Brief Description of incident**: |
| Action Taken by Faculty |
| □ Student allowed to redo paper (with possible grading penalty)□ Student received zero for the assignment□ Other (explain) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Faculty Signature: Date:   |
| FORWARD TO THE DEPARTMENT CHAIR  |
| DEPARTMENT CHAIR |
| Previous Academic Integrity Violation: Yes \_\_\_\_\_\_ No\_\_\_\_\_\_ How Many\_\_\_\_\_\_Is this student on Academic Probation? \_\_\_\_\_\_Yes \_\_\_\_\_\_No |
| Action Taken  |
| □ First Offense: Student will meet with Professor and go over the assignment and plagiarism□ Second Offense: Referred student to Center for Academic and Professional Success (CAPS) for further education of plagiarism□ Third Offense: Meet with Academic Chair/Academic Director and receive zero on paper and formal honor code violation placed in permanent academic file

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| Students Signature: Date: |

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| **Chair Signature**: Date:  |
| **SEND TO COORDINATOR OF (CAPS)** |