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