

**FACULTY REPORT OF STUDENT VIOLATION OF THE
ACADEMIC DISHONESTY POLICY**

Note to student: Notice of intent to appeal this charge must be filed by letter to the school Dean within ten (10) business days from the date you receive this violation report.

STUDENT Last Name: _____ First Name: _____ BANNER ID #800 _____

INSTRUCTOR filing violation report: _____ Date of Violation: / /

Department/Unit: _____ Instructor telephone or e-mail address: _____

If violation occurred in a course, give the course number: _____

Circumstances of violation – Instructor’s description (add extra pages if needed):

Description of any penalty applied by instructor:

Official Warning only (further instances of academic dishonesty may be cause for more severe disciplinary action.)

Any other penalty, describe below:

Any response by the student to the charge and the report:

Student admits violation with no dispute

Student disputes violation (place brief comments below) Student notified of appeal rights

One of the following methods of notification is required by policy:

Hand delivered Date delivered: / /

Mail with confirmation of delivery Date mailed: / /

Optional contact with student: Telephone call or e-mail to student: Date of contact: / /

Signature of instructor filing violation report: _____

Review by department/unit chair: I have reviewed the report. Unless noted below, I agree that the charge and sanction are appropriate:

Signature of department/unit chair or dean: _____ Date: / /

IMPORTANT NOTE TO STUDENT ON APPEAL RIGHTS: You have the right to a Dean’s level appeal of the charge and/or the penalty imposed by filing a written appeal with the school Dean within ten business days of the receipt of this form. The entire Academic Dishonesty Policy can be found in the Student Policies section of the Brockport web page. If you have questions about the charge or the policy, please contact the Dean’s Office immediately. If you have prior dishonesty charges on file with the Provost’s Office, you may also be subject to Conduct Dismissal from the College.

Person to whom student may address an appeal of this charge or penalty:

Dean’s Name: _____ Contact Information: _____

Instructor or Department Chair should provide School Dean’s name and contact numbers or e-mail address above.

Date filed in Office of Provost and Vice President for Academic Affairs: / /

Are dishonesty reports from previous semesters found in the Provost’s file? Yes No

[Continues on p. 2] (See the reverse of this report form for policy information and explanations.)

Policy Information and Explanation

- ◆ Definitions of academic dishonesty, procedures, and the rights of students accused of academic dishonesty can be found in “The Policy on Student Academic Dishonesty” posted on the Brockport web site.
- ◆ The burden of proof that a violation as defined by policy has not occurred is on the student.
- ◆ Instructors must complete this report for all violations of the Academic Dishonesty policy for which a student is penalized. Faculty are also encouraged to file this report even if an “official warning” (without other penalties) is the extent of punishment for any violation.
- ◆ The instructor must briefly describe the violation including any explanation the student offers in his/her defense, and record any penalty the instructor places on the student as a result of the violation. The course instructor is responsible for notifying the student of the violation using this report form and for filing the violation report with the department chair. The department chair will acknowledge the report by signature and carry out other responsibilities as defined by the policy.
- ◆ One copy of the report will be sent through the School Dean’s office to the Office of the Provost and Vice President for Academic Affairs where it will be placed in the appropriate confidential file. The student’s copy will be given to the student in person or by registered mail.
- ◆ Upon filing this report, the Provost’s file containing the dishonesty reports will be checked for previous violations by the same student. Following a second offense, the Provost may initiate additional disciplinary action including suspension or Conduct Dismissal from the College. The only appeal of this action, according to policy, is a Dean’s level appeal of the second dishonesty charge. The Provost will take appropriate action depending on any appeal and the outcome of an appeal as reported by the School Dean.
- ◆ Appeals of violation reports and penalties applied as a result of such reports should be directed to the appropriate School Dean as specified in IIIA and B, and IVA, B and C of the policy. The student must file a notice of an intent to appeal by letter to the school Dean **no later than 10 business days after the receipt of the violation report**. If a dispute proceeds to a hearing at the Dean’s level, a formal appeal hearing will be scheduled by the Dean’s office. The Dean also can dismiss the appeal without a hearing if s/he believes the evidence for the charge justifies this.
- ◆ If a student appeal of the dishonesty violation is successful, the report in question will be removed from all files and destroyed.
- ◆ The violation report can be used as specified by College policy but is confidential for all other purposes as specified in the “Policy on Academic Dishonesty.” The report must remain in the file until the student named has graduated from The College at Brockport. The report can, thereafter, be removed upon direct petition of the student to the Provost of the College.

