LEHMANN COLLEGE

Faculty Report Form For Suspected and/or Adjudicated Incidents of Academic Dishonesty

Instructor Name:________________________________________________________________

Dept:______________________ Tel. No:_________________ E-mail:______________________

Course:_______________________ Section:_______________ Semester__________________

Student Name:______________________________________________________________

Last 4 digits of student SS # ____________________ Date of Incident:________________

Type of Incident: Cheating__________ Plagiarism___________ Other____________________

Description of Incident:________________________________________________________

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Did the student admit to the charge of cheating, plagiarism or other act of academic

dishonesty?  Yes__________  No______________

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Have you resolved the matter informally? Yes__________________ No__________________
If yes, how?

_________ A failing grade on the exam/paper

_________ A failing final grade

_________ Other (please explain) ________________________________

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Signature of Faculty Member________________________ Date:________________

It is necessary to complete this form to report any instance of suspected and/or adjudicated academic dishonesty. Keep the original along with supporting materials and send a copy of this form to the chair of your department. Copies must also be sent to the following offices:

Office of Academic Standards and Evaluations
Liliana Calvet, Director
Shuster Hall Room 280
718-960-8106

Office of the Vice President for Student Affairs
Shuster Hall Room 204
718-960-8241/8242