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: ____________________________________________________

____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________

Did the student admit to the charge of cheating, plagiarism or other act of academic dishonesty?   Yes______  No___________

____________________________________________________________________________

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) _________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________

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