

Report Form for Allegations of Academic Dishonesty

Name of Student _____

Semester / Year _____

Course Title / Number _____

Instructor's Name _____

Nature of alleged violation. Described circumstances. Attach relevant documentation.

Date(s) on which parties met to discuss the allegation(s) _____

Describe action taken:

Grade penalty assigned by faculty member:

_____ **Failure on assignment**

_____ **Failure on course**

_____ **Other (please explain)**

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Procedures for Penalty Grades

When the penalty grade is an “F” for the course, the Registrar will be notified by the Dean of Students. ***The student may not drop or withdraw from the class***, however, the Registrar will not formally record the failing grade until the case has been adjudicated by the College Honor Board. Should the student appeal the Board decision, the student shall be permitted to attend and fully participate in the course until the judicial process is completed. The Registrar will record a NG (no grade) pending resolution of deliberations. A failing grade may also be imposed in a course taken C/NC as an exception to the general grading practice.

All cases involving formal allegation of academic dishonesty will be adjudicated before the College Honor Board in accordance with written procedures, and disciplinary sanctions, if any, will be imposed by the College Honor Board. A disciplinary sanction is an educational tool designed to send a clear message regarding violation of college policy. Board recommended sanctions of probation, suspension, or dismissal require the additional action of the Dean of Students and the Dean of the College.

If the College Honor Board finds that the student is “not responsible” for the alleged act(s) of academic dishonesty, the College Honor Board Chair will request that the faculty member remove the penalty grade. Should the faculty member be unwilling to do so, the College Honor Board Chair will request a review of the case by the Dean of the College, who will have the authority to make a final determination.

Further Information Available

The complete text of Academic Integrity Policy and Procedures is available in published form from the Associate Dean of Students or College Honor Board Chair. The text is also found on the web on the Student Life homepage <www.lclark.edu/~stlife>.

Information on the College Honor Board hearing process is located in the “Code of Conduct” section of the *Pathfinder* Student Handbook.

Signature of Instructor

Date

My signature below acknowledges that I have received a copy of this form.

Signature of Student

Date

Cc: Instructor
Student
Chair, College Honor Board
Associate Dean of Students