

# **Academic Dishonesty Referral Form**

**Code of Student Conduct Offense:** *Cheating and plagiarism. Submitting to a faculty member any work product that the student fraudulently represents to the faculty member as the student's work product for the purpose of fulfilling or partially fulfilling any assignment or task required by the faculty member as part of the student's program of instruction.*

Today's Date: \_\_\_\_\_

Instructor Name: \_\_\_\_\_

Department: \_\_\_\_\_

Course: \_\_\_\_\_

Date of Incident: \_\_\_\_\_

Student Name: \_\_\_\_\_

Student ID Number: \_\_\_\_\_

**1. Allegation of misconduct:**

**2. Summary of supporting evidence:**

**3. Penalty imposed by instructor as stated in syllabus and/or departmental policy:**

**4. Summary of your discussion with student:**

## Process:

1. The instructor will notify the student about the issue and tell them what academic penalty has been assigned.
2. The instructor will submit this form to Lauren Bruce (lbruce@clark.edu, mail stop #21), Secretary Senior to the Dean of Student Success and Retention, who will forward the information to Dr. Tim Cook, the designated Student Conduct Officer.
3. The student will be contacted by the Dean's Office to set up a meeting to discuss the allegations.
4. In addition to any penalties already imposed by the instructor, the Student Conduct Officer may take any of the following disciplinary actions against a student in accordance with the Clark College Code of Student Conduct:
  - **Disciplinary warning** - Notice to a student, either verbally or in writing, by the Student Conduct Officer that the student has failed to satisfy the college's expectation regarding conduct. Such warning will include a statement that continuation or repetition of the specific conduct involved or other misconduct will result in one of the more serious disciplinary actions described below.
  - **Disciplinary reprimand** - Formal action censuring a student for violating the student code of conduct. Reprimands shall be made in writing to the student by the Student Conduct Officer with copies placed on file in the office of the Dean of Students. A reprimand shall indicate to the student that continuing or repeating the specific conduct involved or other misconduct will result in one of the more serious disciplinary actions described below.
  - **Disciplinary probation** - Formal action by the Student Conduct Officer placing conditions upon the student's continued attendance. Notice shall be made in writing and shall specify the period of probation and the conditions, such as limiting the student's participation in extracurricular activities. Disciplinary probation may be for a specific term or for an indefinite period that may extend to graduation or other termination of the student's enrollment in the college. Repetition, during the probationary period, of the conduct which resulted in disciplinary probation or a new violation may be cause for suspension or other disciplinary action.
  - **Disciplinary suspension** - Temporary dismissal from the college and termination of the person's student status. Notice shall be given in writing and specify the duration of the dismissal and any special conditions that must be met before re-admission. Refund of fees for the quarter in which disciplinary action is taken shall be in accordance with the college's refund policy.
  - **Disciplinary dismissal/expulsion** - Permanent termination of a student's status. Notice must be given in writing. There shall be no refund of fees for the quarter in which the action is taken but fees paid in advance for a subsequent quarter will be refunded.
  - **Disciplinary restitution** - Requirement of a student to make restitution for damage or loss to college or other property. Failure to make restitution within the time limits established by the Student Conduct Officer will result in suspension for an indefinite period of time as set forth in the disciplinary suspension section. A student may be reinstated upon payment of fee or completion of designated public service activity.
5. The referring faculty member will be apprised by the Dean's office of any further disciplinary action taken.