



Faculty and Staff Instructions for Completion of  
Academic Misconduct Report Form  
Procedure ES 4670

1. The Board of Directors of DMACC confers upon the staff the power to invoke sanctions and promulgate rules to protect the educational processes and the rights of individual students and staff.
2. ES 4660 Appeal of Final Grades Procedure provides procedures that give students the protection to be evaluated in the classroom on the basis of satisfactory progress, academic achievement, and fulfillment of educational requirements with freedom of expression protected and respected.
3. Procedure ES 4670, Item II. A. This section provides a list of acts that are prohibited and are considered forms of academic misconduct.
4. Procedure ES 4670, Item II. B. An instructor who believes a student has violated the Academic Misconduct Policy should complete an Academic Misconduct Report Form. The originator must make a good faith effort to communicate with the student to provide the student an opportunity to respond to the charges.
5. Procedure ES 4670, Item II. C. The instructor may reduce the student's grade; this may include the assignment of a failing grade for all or any portion of the course. Sanctions may only be imposed after the student has accepted responsibility for the alleged violation, has been found responsible by the College Judicial Hearing Board, or is unavailable to respond to the alleged violations. Violations of the Academic Misconduct Policy are also a violation of the ES 4630 Student Conduct, Discipline and Appeals Procedure. The Judicial Officer will review Academic Misconduct Reports and may choose to file charges according to ES 4630 Student Conduct, Discipline and Appeals Procedure.
6. Part 2. The form can be used for the following:
  - a. To report alleged misconduct; i.e., you are reporting to your immediate supervisor that you allege that an act of academic misconduct has occurred and you are making this report for the student's awareness and for his/her disciplinary file maintained by the Judicial Officer.
  - b. To report a sanction imposed for academic misconduct; i.e., you are reporting a sanction you have imposed for academic misconduct and are making this report for the student's awareness and for his/her disciplinary file maintained by the Judicial Officer.

**NOTE: Complete this form even if you are only reporting an alleged situation.** This report will create a record in the student's disciplinary file; several reported concerns for one student may warrant later investigations. Instructors who have questions about the process are encouraged to contact the Judicial Officer for assistance.

7. Part 3. Detailed descriptions of the student's actions are important. Responses and actions to the reported misconduct will be based on these descriptions. Attach all documentation used to come to this conclusion (course syllabus, assignment, test, quiz, source of plagiarized material, etc.).
8. Part 4. Student should indicate whether he or she is responsible or not responsible for the alleged violation of academic misconduct after reviewing the Academic Misconduct Report Form. If the student indicates not being responsible, the student must complete an Appeal of Academic Misconduct Form. Failure to do so within the allowed time period will result in the sanction being implemented.
9. Distribution of copies:
  - A copy goes to the Judicial Officer
  - If disciplinary action is taken against a student under the procedures outlined above, a record of the action will be sent to the Judicial Officer to be placed in the student's disciplinary file. This file is a confidential part of the student's educational record.

A copy goes to Student

Students are guaranteed their constitutional right of due process. Students have the right to appeal any action brought or taken against them, and notification of those actions must be communicated.

A copy goes to Department Dean/Provost

Notification of concerns about a student or imposing a sanction on a student's action must be reported to administrative personnel.

A copy goes to Originator



ACADEMIC MISCONDUCT REPORT FORM

Use this form to report academic misconduct and/or the sanction imposed  
Academic Misconduct Procedure – ES 4670

Part 1.

Student's Name \_\_\_\_\_ Student ID # \_\_\_\_\_

Course Number \_\_\_\_\_ Section \_\_\_\_\_ Course Title \_\_\_\_\_

Incident Date/Time \_\_\_\_\_ Campus/Location \_\_\_\_\_

Instructor or Staff Name \_\_\_\_\_ Phone Number \_\_\_\_\_

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Part 2.

Purpose for this form: \_\_\_\_\_ Report of alleged academic misconduct  
 \_\_\_\_\_ Report of sanction recommended/imposed for academic misconduct

The above named student has demonstrated the following actions:

- \_\_\_\_\_ Engaged in plagiarism.
- \_\_\_\_\_ Falsified/or dishonest academic work (test, paper, application, transcript).
- \_\_\_\_\_ Used materials or collaborated with another person without authorization.
- \_\_\_\_\_ Substituted for another student, or permitted another person to substitute oneself to provide academic work.
- \_\_\_\_\_ Acquired grades, degree, awards, or endorsements by means of cheating.
- \_\_\_\_\_ Failed to comply with policies of the student's program or department.
- \_\_\_\_\_ Other \_\_\_\_\_

**Part 3.** Please attach documentation describing in detail the nature of the academic misconduct incident and the proposed sanction. Attach all documentation used to come to this conclusion (course syllabus, assignment, test, quiz, source of plagiarized material, etc.).

**Part 4.** Student Section: Please check one of the following responses.

- \_\_\_\_\_ 1. I accept responsibility for the alleged violation and accept the sanction proposed by my instructor.
- \_\_\_\_\_ 2. I accept responsibility for the alleged violation, but do not agree with the proposed sanction. I understand that I can appeal this to the Judicial Officer within 10 (ten) business days of the date of receiving this report and that I can get the appeal forms from the Dean/Provost or Judicial Officer.
- \_\_\_\_\_ 3. I deny responsibility for the alleged violation and do not accept the proposed sanction. I understand that I can appeal this to the Judicial Officer within 10 (ten) business days of the date of receiving this report and that I can get the appeal forms from the Department Dean/Provost or Judicial Officer.

*Failure to submit an appeal form within this time period will result in the sanction being imposed.*

Signature of person filing report	Date
Signature student	Date

**Student signature unattainable because** \_\_\_\_\_

Distribute copies to each: ( ) Judicial Officer ( ) Student ( ) Department Dean/Provost ( ) Originator