



ACADEMIC DISHONESTY INCIDENT REPORT

Student Name: _____
Last Name, First Name, and Student ID#

Instructor Name: _____

Course: _____
Course ID and Section Number

Provide a detailed description of incident involving academic dishonesty. If appropriate, attach documentation. Include any consequences to student's grade on assessment and/or final grade. Use additional paper if necessary.

Actions Taken or Recommended

- _____ Instructor gave student a verbal or written warning.
- _____ Instructor notified student of incident and recommends that the VPSS or designee meet with the student.
- _____ Instructor did not notify student of incident due to student no longer being active in the course.
- _____ Other (please explain) _____
(Referred student to meet with division dean, counselor, etc.)

Forward copies of this form and supporting documents to the division dean and to the Director of Student Life. VPSS and/or designee(s) maintain a centralized file of reported academic dishonesty violations, and if necessary further disciplinary action may result according to college and district policies.

Instructor Signature: _____ **Date:** _____

Instructor Email and Phone: _____

Academic Integrity Statement

All members of the SBVC community are responsible for creating and maintaining a climate of integrity which is the cornerstone of education and higher learning. With the understanding that members of the college are from diverse backgrounds and cultures, faculty and staff clearly communicate expectations regarding academic integrity and the consequences of engaging in academic dishonesty. The college, mindful that faculty and students participate in a variety of course delivery formats, provides access to resources, academic dishonesty policies, and technology to detect plagiarism. When incidents of academic dishonesty occur, students are given due process which also informs them about the serious nature of such violations.

Faculty

Faculty have the responsibility and authority to maintain academic integrity in their classrooms and through various student services. Faculty are encouraged to document academic dishonesty violations by submitting the *Academic Dishonesty Incident Report* to their division dean and the Director of Student Life. Faculty need to be familiar with state, district, and college policies regarding academic integrity as they relate to disciplinary and grading procedures and student rights to due process. The Faculty Handbook, division deans, and faculty chairs are sources of information should faculty have questions. Documentation of academic dishonesty discourages the behavior, maintains a climate of integrity, and ensures that student rights to appeal are respected.

The Academic Senate for California Community Colleges

<http://asccc.org/sites/default/files/academic-integrity-2007.pdf>

California Community Colleges Chancellor's Office (Legal Opinion L95-31)

<http://extranet.cccco.edu/Portals/1/Legal/Ops/OpsArchive/95-31.pdf>

Vice President of Student Services

The VPSS and/or designee(s) maintains a centralized file of reported academic dishonesty violations and meets with students regarding academic integrity. The centralized file serves the purpose of detecting students who continue to engage in violations of academic integrity. The VPSS and/or designee(s) may take further disciplinary action which may result in probation, suspension, or expulsion of students in accordance with BP and AP 5500. To protect student confidentiality, access to the centralized file is limited to the VPSS and/or designee(s). Disciplinary forms are retained for five years (AP 5500).

SBCCD Board Policy 5500 and Administrative Policy 5500

http://www.sbccd.org/Board_of_Trustees/Policies_-_a_-_Procedures

Students

The San Bernardino Community College District and San Bernardino Valley College have established and defined “Standards of Conduct and Disciplinary Procedures” and “Student Rights and Responsibilities” that are published in the College Catalog. Faculty provide further information about academic integrity in their syllabi. Students have the responsibility of engaging in behaviors that reflect academic integrity in and outside of the classroom as they pursue their educational goals and to seek clarification with faculty and staff when in doubt. Policies regarding violations of student conduct give students rights to due process which include the right to defend themselves and right to appeal.

SBVC College Catalog <http://www.valleycollege.edu/academic-career-programs/college-catalog>

California Education Code §76224(a)

“When grades are given for any course of instruction taught in a community college district, the grade given to each student shall be the grade determined by the instructor of the course and the determination of the student's grade by the instructor, in the absence of mistake, fraud, bad faith, or incompetency, shall be final.”

Source: <http://asccc.org/sites/default/files/academic-integrity-2007.pdf>



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Student Agreement

As a student enrolled at San Bernardino Valley College, I acknowledge that it is my responsibility to engage in behaviors reflective of academic integrity as defined by the San Bernardino Community College and San Bernardino Valley College “Standards of Conduct and Disciplinary Procedures” and “Student Rights and Responsibilities.” It is also my responsibility to be familiar with course syllabus policies regarding academic dishonesty and to seek clarification from instructor(s) when I have questions.

I agree that for the remainder of this course and my enrollment at the college, I will not engage in academic dishonesty which includes plagiarism, cheating, and fabrication related to assignments, exams, and other assessments.

I understand that previous and/or future incidents of academic dishonesty in this or other courses are reported to the Vice President of Student Services or designee(s) who maintains records of violations for the purposes of detecting repeat offenders. The VPSS or designee(s) has the authority to pursue further action which can include probation, suspension and expulsion of students who are found to have engaged in multiple incidents of academic dishonesty.

I understand that if I am accused of engaging in academic dishonesty I have the right to appeal charges and decisions of college faculty and administrators. For more information on the appeals process please contact the Director of Student Life (909) 384-8661.

I have read the district and college policies regarding academic dishonesty. College Catalog (<http://www.valleycollege.edu/academic-career-programs/college-catalog>)

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Last Name, First Name, and Student ID#

Student Signature: _____ **Date:** _____