****

**North Central Texas College**

**Scholastic Dishonesty Report Form**

(Please print this page for your use.)

Procedures to be followed in confronting a student regarding Academic Dishonesty are outlined in the Student Handbook. If you have any questions, please contact the appropriate Department Chair.

Faculty Name (Print):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Division: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Course Name and Number:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Faculty Contact Phone Number:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Email:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

1. **The Following Student has Violated NCTC Policies on Academic Dishonesty:**

Student Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ID#\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Location of Violation (classroom, lab, test center, etc.):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2. **Type of Violation:**

**CHEATING** – The term **“cheating”** includes, but is not limited to (mark all that apply to this situation):

\_\_\_\_\_\_Use of any unauthorized assistance in taking quizzes, test, examination, standardized tests

(Accuplacer, THEA, Michigan, etc., credential tests, or professional licensing tests).

\_\_\_\_\_\_Copying from another exam paper before, during, or after the exam.

\_\_\_\_\_\_Having someone else take an exam in the student’s place, or taking an exam for someone else.

\_\_\_\_\_\_“Collusion”, which is defined as unauthorized collaboration with another person in preparing work for the fulfillment of course requirements, eg: take-home exams, papers, assignments, etc.

\_\_\_\_\_\_Dependence upon the aid of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments.

\_\_\_\_\_\_The acquisition, without permission, of tests or other academic material belonging to a member of the NCTC faculty or staff.

**PLAGIARISM** – The term **“plagiarism”** includes, but is not limited to (mark all that apply to this situation):

\_\_\_\_\_\_The use, by paraphrase or direct quotation, of the published or unpublished work of another person, without full and clear acknowledgement.

\_\_\_\_\_\_The unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials.

\_\_\_\_\_\_The use of previous work created by the student without the prior approval from the faculty member.

\_\_\_\_\_\_Other acts of plagiarism:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

3. **Summary of Incident:**  Please attach relevant documents (or copies), such as crib notes, copies of exams, or plagiarized materials and their sources.

4. **Academic Sanctions to be assessed by Faculty:** What academic sanctions have been or will be imposed by the instructor? Please be specific to avoid confusion about the penalty or grade assigned at a later date. This form will be reviewed by the Vice President of Instruction to decide if additional disciplinary sanctions may be warranted for repeat violators of the Student Code of Conduct.

 \_\_\_\_\_\_Written or oral warning

 \_\_\_\_\_\_Performance of Additional work (specify requirements and due date)

 \_\_\_\_\_\_re-submit assignment, paper or program by (date)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_Re-take exam by (date)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_Reduced credit or zero on assignment, paper or program (specify grade)\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_Reduced credit or zero on exam (specify grade) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_Reduced final grade or failing grade for the course (specify grade) \_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_Other Sanction/Recommendation (please specify)

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Faculty Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Department Chair Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dean Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

5. **FOR THE STUDENT:** The disciplinary sanctions above are applied in accordance with the provisions of the NCTC Student Handbook, which is published in the *NCTC Catalog at* [*www.nctc.edu*](http://www.nctc.edu).

**Student Verification**

*I understand the violation with which I am charged. I also understand that if the circumstances of this case so warrant, the Vice President of Instruction may also impose additional relevant penalties. I understand that if I wish to appeal this decision, a Level One Conference with the appropriate Department Chair must be requested within 15 days as outlined in the NCTC Student Handbook. I understand that this form will be kept in a confidential file with the VP of Instruction*.

Student Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mailing Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Email:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(**Faculty**, please copy this form for your records and for the student and send the original to the appropriate department chair.)