ACADEMIC DISHONESTY FORM

STUDENT INFORMATION

Name: ______________________________   Address: ______________________________

Student ID: _______________    ______________________________

Phone Number: __________________    ______________________________

Email Address: ____________________________

STEP 1: DISCOVERY LEVEL

Name of Instructor: _____________________________

Email Address: _____________________________

Course Name: _____________________________

Semester: _____________________________

Date Alleged Academic Dishonesty Detected: _____________________________

Describe the alleged violation of the KSI Student Conduct Code – Provide relevant details about the infraction and attach evidence (e.g., paper, exam, defense, etc.):

___________________________________________________________________________________________

___________________________________________________________________________________________

Proposed Sanction:

_______ Assignment - 0/F or Grade Reduction on the assignment/quiz/test/exam only

_______ Exclusion from participation in class (if appealed, the student remains in class until the issue is resolved)

_______ Course F (Instructor files grade “F” at the end of the semester)

_______ Academic Probation (imposed at the program/department level)

_______ Academic Program Dismissal/Suspension (imposed by the Dean)

RESULT

_______ Student accepts responsibility of the academic dishonesty charge and instructor sanction (send copies to the department chair, the dean, and the Administrative Office)

_______ Student does not accept responsibility of academic dishonesty charge and instructor sanction (Student must appeal decision within 2 weeks)

Student Signature and Date  Instructor Signature and Date

STEP 2: CHAIR LEVEL

Date of Receipt of the Appeal _____________________

RESULT:  Appeal Upheld _____ Appeal Denied______  Department Signature and Date __________________________

_______ Student and instructor reach consensus (copies of the ADF are sent to all parties)

_______ Student does not accept responsibility of academic dishonesty charge and sanction (appeals to dean)

STEP 3: DEAN LEVEL

Date of Receipt of the Appeal _____________________

RESULT:  Appeal Upheld ____ Appeal Denied____    Dean’s Signature and Date __________________________

_______ Student accepts the charge and sanction (copies of the ADF are sent to all parties); if the recommendation is expulsion from the Institute, Step 4 below applies.

_______ Student does not accept responsibility of academic dishonesty charge and sanction (appeals to the Office of the President)