The College of Saint Rose Academic Dishonesty Report Form

This form may be completed to report any instance of suspected academic dishonesty. Please make a copy for your records, a copy for the student, a copy for your Dean, and forward the original to the Office of the Registrar in St. Joseph's Hall, 4th floor. Please print or type.

Faculty Name:	Department:	Today's Date:
Course Name and Number:		Date of Incident:
Faculty Contact Phone Number:	Faculty F	3-mail:
1. The Following student has Violated the Coll	ege's Academic Integri	ity and Plagiarism Policy:
Student Name:		ID#:
2. Type of Violation:		
Academic dishonesty (mark all that apply to thi	s situation):	
Using means other than academic achievemerit to influence one's academic evalua Knowingly providing assistance in a marauthorized by the instructor in the creation to be submitted for academic evaluation, papers, projects, and examinations Knowingly permitting another student to her or his own paper, examinations, or property of the instructor, or engaging in unauthorized collaboration with other students Presenting as one's own the ideas or work that for academic available in without the students.	tion nner not on of work including copy from roject horized by ds of	Presenting the same, or substantially the same, papers or projects in two or more courses without the explicit permission of the instructor(s) involved Obtaining and/or reported research data in an unethical or intentionally misleading manner Engaging in the acquisition, without permission, of tests or other academic material belonging to a member of the College's faculty or staff Other (please specify):
another for academic evaluation without proper acknowledgement or documentation	proper	
Plagiarism (mark all that apply): ——— Purchasing, copying, down-loading, prin paraphrasing another's book, article, pap exam, portfolio, creative work, argument other work and presenting it as one's own whole or in part	er, speech, , or any	Other acts of plagiarism (please specify):
Incorporating portions of another's work proper acknowledgement and documenta		
3. Summary of Incident: Summarize incident b (or copies), such as crib notes, copies of exams,		sheet, if necessary). Please attach relevant documents and their sources, if available.

Academic Grievance Procedure

4. Academic Sanctions Assessed by Faculty: What academic sanction(s) har Please be specific.	we been or will be imposed by the instructor?
Written warning from professor to student (copying this completed form and providing to the student may serve as written warning, but other letters or e-mails may also be used instead) Performance of additional work (please specify requirements and due date): Re-submission of assignment, paper or program by (date): Re-take exam by (date): Other (specify and give due date):	Changing/reduction of grade: 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): Failing grades will be recorded on student's record immediately. Other Sanction/Recommendation (please specify):
5. Notification of Student: I have conferred with the student regarding these charges and have preciously circle one:) the student's Saint Rose e-mail address, in person, or the	
Faculty Signature:	Date:
Faculty, please copy this form for your records, your Dean, and for the stud Registrar in St. Joseph's Hall, 4 th floor.	dent and send the original to the Office of the
Students who need additional information or clarification about the plag integrity policy and/or the academic grievance procedure should consult	

To resolve an academic grievance, the student should follow this procedure:

The College of Saint Rose

- 1. A student with a grievance must first identify the grievance and discuss the matter at issue with the faculty member who is the party to the grievance.
- 2. If no resolution of the grievance was achieved during that first step, then, second, the student must request, in writing, a meeting between him/herself, the chair of the relevant department and the faculty member who is party to the grievance. The student must request this meeting within one semester following the last day of the semester within which the grievance occurred. (College vacations are not included in this time frame.) In the written statement, the student will make clear to the department chair that there is a grievance matter, and that the issue was unresolved in a meeting with the faculty member. The meeting will be set by the department chair for within two weeks of receiving the written request. At this meeting, the grievance issue(s) must be identified. The department chair will facilitate an attempt to resolve the grievance.
- 3. If no resolution of the grievance is achieved at the second step, the student may make a request for a formal hearing of the grievance by the Academic Grievance Committee. The request must be in writing and presented to the Chair of the Academic Grievance Committee within two weeks of the meeting between the faculty member and department chair. A detailed statement with supporting evidence of the facts must accompany the hearing request.

The Committee's recommendations, in writing and within ten days of the formal hearing, will be forwarded for final deposition to the Dean. The Dean will notify all parties concerned, in writing, of his/her decision and the recommendations of the Committee.

The Academic Grievance Board will be comprised of four faculty representatives elected by each of the four schools and three students selected by the Student Association which should keep in mind the fact that a traditional, non-traditional and graduate student should be included. Two alternate students will also be selected by the Student Association annually. No person on the Academic Grievance Board shall hear his/her own complaint. Confidentiality must be maintained at all times. The academic grievance procedure is a strictly internal process. Lawyers may not participate in meetings involving academic grievances.