

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 E-mail: _____

1. The Following student has Violated the College's Academic Integrity and Plagiarism Policy:

Student Name: _____ ID#: _____

2. Type of Violation:

Academic dishonesty (mark all that apply to this situation):

- | | |
|--|--|
| <input type="checkbox"/> Using means other than academic achievement or merit to influence one's academic evaluation | <input type="checkbox"/> Presenting the same, or substantially the same, papers or projects in two or more courses without the explicit permission of the instructor(s) involved |
| <input type="checkbox"/> Knowingly providing assistance in a manner not authorized by the instructor in the creation of work to be submitted for academic evaluation, including papers, projects, and examinations | <input type="checkbox"/> Obtaining and/or reported research data in an unethical or intentionally misleading manner |
| <input type="checkbox"/> Knowingly permitting another student to copy from her or his own paper, examinations, or project | <input type="checkbox"/> Engaging in the acquisition, without permission, of tests or other academic material belonging to a member of the College's faculty or staff |
| <input type="checkbox"/> Receiving assistance in a manner not authorized by the instructor, or engaging in unauthorized collaboration with other students | <input type="checkbox"/> Other (please specify):

_____ |
| <input type="checkbox"/> Presenting as one's own the ideas or words of another for academic evaluation without proper acknowledgement or documentation | |

Plagiarism (mark all that apply):

- | | |
|--|---|
| <input type="checkbox"/> Purchasing, copying, down-loading, printing, or paraphrasing another's book, article, paper, speech, exam, portfolio, creative work, argument, or any other work and presenting it as one's own, either in whole or in part | <input type="checkbox"/> Other acts of plagiarism (please specify):

_____ |
| <input type="checkbox"/> Incorporating portions of another's work without proper acknowledgement and documentation | |

3. Summary of Incident: Summarize incident below (use an additional sheet, if necessary). Please attach relevant documents (or copies), such as crib notes, copies of exams, or plagiarized materials and their sources, if available.

4. Academic Sanctions Assessed by Faculty: What academic sanction(s) have been or will be imposed by the instructor?
Please be specific.

<p>_____ 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)</p> <p>_____ Performance of additional work (please specify requirements and due date):</p> <p>_____ Re-submission of assignment, paper or program by (date): _____</p> <p>_____ Re-take exam by (date): _____</p> <p>_____ Other (specify and give due date): _____</p> <p>_____</p>	<p>_____ Changing/reduction of grade:</p> <p>_____ Reduced credit or zero on assignment, paper, or program (specify grade): _____</p> <p>_____ Reduced credit or zero on exam (specify grade): _____</p> <p>_____ Reduced final grade or failing grade for the course (specify grade): _____ <i>Failing grades will be recorded on student's record immediately.</i></p> <p>_____ Other Sanction/Recommendation (please specify):</p> <p>_____</p> <p>_____</p>
---	---

5. Notification of Student:

_____ I have conferred with the student regarding these charges and have provided a copy of this form to the student via (circle one:) the student's Saint Rose e-mail address, in person, or the student's permanent address on (date) _____.

Faculty Signature: _____ Date: _____

Faculty, please copy this form for your records, your Dean, and for the student and send the original to the Office of the Registrar in St. Joseph's Hall, 4th floor.

Students who need additional information or clarification about the plagiarism and other infringements on academic integrity policy and/or the academic grievance procedure should consult with their academic advisor.

The College of Saint Rose

Academic Grievance Procedure

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

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.