Instructor Name:_______________________________________________________________

Dept:______________________ Tel. No:_________________ E-mail:_____________________

Course:_______________________ Section:_______________ Semester__________________

Student Name:_______________________________________________________________

Last 4 digits of student SS # ________________ Date of Incident: ________________

Type of Incident: Cheating__________ Plagiarism___________ Other____________________

Description of Incident:____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________

Did the student admit to the charge of cheating, plagiarism or other act of academic
dishonesty? Yes___________ No___________

____________________________________________________________________________

Have you resolved the matter informally? Yes__________________ No____________________
If yes, how?

__________ A failing grade on the exam/paper

__________ A failing final grade

__________ Other (please explain) _________________________________________________

______________________________________________________________________________

______________________________________________________________________________

______________________________________________________________________________

______________________________________________________________________________

______________________________________________________________________________

______________________________________________________________________________

Signature of Faculty Member_________________________________ Date:________________

It is necessary to complete this form to report any instance of suspected and/or adjudicated
academic dishonesty. Keep the original along with supporting materials and send a copy of this
form to the chair of your department. Copies must also be sent to the following offices:

Office of Academic Standards and Evaluations
Liliana Calvet, Director
Shuster Hall Room 280
718-960-8106

Office of the Vice President for Student Affairs
Shuster Hall Room 204
718-960-8241/8242