

# Academic Misconduct Report Form



OWENS  
COMMUNITY COLLEGE

PLEASE PRINT OR TYPE

Student Name

OCID#

Student Email

Course Name/Section#/Term

Person Reporting

Date

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## I. CHARGE

I am charging the above named student with an alleged violation of the Student Code of Conduct as specified below. (Definitions may be found in the 3358:11-2-55 Academic Misconduct Procedures on the Board of Trustees, Board Policy Manual webpage.) Check all that apply.

Plagiarism

Cheating

Multiple Submissions

Complicity/Solicitation

Fabrication

Deception/Misrepresentation

Other

The student is charged with violating the Student Code of Conduct in the following manner: (Describe in detail. Please use additional sheets if needed.)

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## II. ACTION TAKEN BY FACULTY MEMBER BASED ON OFFENSE (check all that apply)

Award a zero grade on assignment/exam

Award a failing grade in course

Other (Please use additional sheets if needed):

Describe action taken (Please use additional sheets if needed).

# Academic Misconduct Report Form *Continued*

Student Signature

Date

*By signing this document, the student acknowledges the charge against made and the proposed actions to be taken. The signature is not a final determination of guilt and an appeal against the decision and proposed actions may be made within seven (7) of receiving this document and must be done through the appropriate and posted College Catalog appeal procedure*

Student was unable to sign (reason) (ie. sent electronic copy)

Student declined signature

Reason

Student did not respond to emails/phone calls. List dates and methods of attempting to contact student:

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Reporting Person's Signature

Reporting Person's Telephone Number

Reporting Person's Email Address

(Mail, e-mail or fax to the appropriate Chair's Office)

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Routing Procedures

Faculty contacts student concerning academic dishonesty      Date

Faculty sends copy of form to Chair/Supervisor      Date

Attach documentation/evidence      Date

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Chair/Supervisor sends official letter and copy of misconduct form (on behalf of faculty) to

Student      Date

Faculty member      Date

Chair      Date

Academic School Dean (in case of appeal)      Date

Chair/Supervisor sends copy to Director of Student      Date

Conduct and Student Life      Date

Attach documentation/evidence/official letter      Date

Student makes appeal request to Academic Dean      Date

(date shown is date the appeal was sent to the Academic Dean)