

Alleged Academic Dishonesty Reporting Form

CONFIDENTIAL

All instances of academic dishonesty must be documented and reported to the Office of Academic Affairs using this form.

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| Instructor: _____ | Date of Alleged Violation: _____ |
| Course: _____ | Date of Initial Communication with Student: _____ (If communication is by email, attach email to this form.) |
| CRN: _____ | |
| Student: _____ | |
| Student ID: _____ | |
| Student Email: _____ | |
| Description of Alleged Violation: | |

Scheduled meeting date with instructor:_____

INSTRUCTOR ACKNOWLEDGEMENT

Check one below and sign.

- Student met with instructor to discuss alleged violation and informed student of his/her responsibility to contact Senior Staff Assistant (academicaffairs@nfc.edu or 850-973-1678) with the Office of Academic Affairs within 5 weekdays from the meeting date.
- Student refused to meet or did not show up for the scheduled meeting date after initial communication.

Instructor Signature: _____ **Date:** _____

STUDENT ACKNOWLEDGEMENT

By signing below, I acknowledge the following:

- I have met with instructor on date listed above.
- I understand that I am required to attend an Academic Honesty workshop with the Dean of Academic Affairs and that it is my responsibility to contact the Senior Staff Assistant with the Office of Academic Affairs within 5 weekdays from the meeting date above to schedule the workshop.
- I understand that a hold will be placed on my account that prevents enrollment, release of grades, and requests for transcripts until such time as the workshop is completed.
- I understand that if I do not follow these steps, a Student Code of Conduct violation will be submitted. This will constitute a formal charge and may include additional penalties (see Student Handbook).

Student Signature: _____ **Date:** _____

INSTRUCTOR:

- The original document shall be signed and filed with the Office of Academic Affairs within 24 hours from meeting date.
- A copy of this document shall be provided to the student.