



## Student Conduct Academic Dishonesty Report Form

(Please attach evidence)

Student's name \_\_\_\_\_ ID number \_\_\_\_\_

Course/incident occurred in \_\_\_\_\_

Date of incident \_\_\_\_\_ Instructor's name \_\_\_\_\_

Instructor's e-mail \_\_\_\_\_ Instructor's phone \_\_\_\_\_

**TYPE(s)** of academic dishonesty:

**Cheating** (intentional use or attempted use of unauthorized materials, information, or study aids).

**Fabrication** (intentional falsification or invention of any information).

**Plagiarism** (intentionally or knowingly representing the words or ideas of another person as one's own).

**Assisting in dishonesty or tampering** (intentionally or knowingly helping or attempting to help another commit an act of dishonesty or tampering with evaluation instruments and documents).

**INSTRUCTOR'S SUMMARY OF INCIDENT** (use additional page if needed)

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**\*To be completed by STUDENT – Response/Explanation** (taking responsibility, denial, comments. etc.)  
Use addl. pg. if needed.

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[Check one]

I accept responsibility for the charge of academic dishonesty described above.

I disagree that academic dishonesty has occurred. I am aware that I have rights to an appeal as outlined in the Student Code of Conduct Policy.

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

**\*Instructor – If student is unavailable or unwilling to sign, note how this report was communicated to student:**

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**INSTRUCTOR PENALTY IMPOSED:**

Penalty on assignment \_\_\_\_\_  F grade in course \_\_\_\_\_

Penalty for the course \_\_\_\_\_  Other \_\_\_\_\_

\_\_\_\_\_  
Instructor's Signature

\_\_\_\_\_  
Date

**STUDENT** - Please read and acknowledge the following information by initialing:

\_\_\_\_\_ *I have been notified of the academic penalty that has been imposed upon me by the instructor.*

\_\_\_\_\_ *(If applicable.) If the penalty is "F grade in course," I have been informed that I may file a grade appeal if I believe that decision was based on: arbitrariness, prejudice or error.*

\_\_\_\_\_ *If it is determined that I am responsible for academic dishonesty, I understand that I will be reported to the Dean of Student Services for possible additional investigation and consequences as defined in the Student Code of Conduct.*

\_\_\_\_\_ *I understand that a copy of this report will remain in a confidential file in that office.*

\_\_\_\_\_ *I understand that a 2<sup>nd</sup> report of academic dishonesty may result in another investigation and possible suspension from the College.*

- 1) At this point, make a copy of all sides of the form and the procedure pages and give the copies to the student.
- 2) Make another copy of the report *plus* all evidence and forward via campus mail to: Heidi Olson, Dean of Student Services.
- 3) Maintain original for your records.

**Instructor's Preferred Response/Action:**

- Report only, complaint requires no further action.
- Complainant requests further action and investigation to be taken by Dean of Student Services.
- Other.

\_\_\_\_\_  
**Instructor's Signature**

\_\_\_\_\_  
**Date**

**Dean's Action/Follow-up:**

- Concur with action taken
- Other:

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
**Dean's Signature**

\_\_\_\_\_  
**Date**

If any questions remain, please contact Heidi Olson, Dean of Student Services at 320.222.5209 or [heidi.olson@ridgewater.edu](mailto:heidi.olson@ridgewater.edu).

**IMPORTANT:**

*This report may only be shared with the individual to whom it pertains and with those within the College who have a legitimate educational need for the information on the report. Should the report name additional students, their statutory right to privacy must be protected; for example, their names must be blocked out on any copy of the report shared with the student about whom the report is filed.*