

**Academic Dishonesty Reporting Form**  
**Riverside Community College District ( \_\_RCC \_\_MVC \_\_NC)**

The faculty handbook, student handbooks, and college catalogs all refer to disciplinary procedures regarding plagiarism and the various responses an instructor may take when dealing with such cases. They explain that an instructor may report the case of academic dishonesty and how it was handled to an administrative official (designated here as the college Vice President of Academic Affairs), so that it can be kept in a centralized file should there be another act of academic dishonesty reported. The college handbooks, catalogs, and board policy all address the various administrative actions that may be taken in response to a case or cases of academic dishonesty (expulsion is specifically cited in the case of a repeat offender).

Instructors should use this form to share information with the VP of Academic Affairs at their college regarding cases of academic dishonesty and the resulting consequence in the class, and the Offices of the Vice President of Academic Affairs will be the sole repository of these documents at their respective colleges to enable the discovery of repeat offenders; the VP of Academic Affairs will address what further action to take according to the details outlined in the board policy and respective college catalogs and student handbooks (which also all include information regarding the student's rights to appeal any charge of academic dishonesty and subsequent disciplinary action). This form itself (and any attached documentation) does not determine any administrative action and should not be part of any permanent student record; it is only intended to communicate information that should be kept on file until the student has left RCCD.

Semester and year of instructor's finding of academic dishonesty: \_\_\_\_\_

Name and RCCD ID of student: \_\_\_\_\_

Name of course & section number: \_\_\_\_\_

Nature and date of violation as determined by instructor, including information on the specific project, examination, or paper involved:

\_\_\_\_\_

Is there supporting documentation to substantiate the violation as determined by the instructor?

Yes  No

*If yes, please attach. If no, please briefly describe the reasons for concluding academic dishonesty has occurred:*

\_\_\_\_\_

Consequence of violation as determined by instructor:

Failure for the assignment with opportunity for make-up work

Failure for the assignment without opportunity for make-up work

Other (please explain): \_\_\_\_\_

Has the student been informed of the instructor's finding of academic dishonesty?

Yes, I have had a face-to-face conversation with the student (Date: \_\_\_\_\_)

Yes, I have sent an email to the student (Date: \_\_\_\_\_)

No (please explain):

The student has dropped the course or has stopped attending class

Other reason: \_\_\_\_\_

*If the student has responded to notification of the instructor's determinations, please briefly describe the outcome:*

\_\_\_\_\_

\_\_\_\_\_  
Instructor Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Instructor email address

\_\_\_\_\_  
Instructor Phone