

## Academic Misconduct Notification

**Guidelines to Instructors:** Please complete this form to report cases of academic misconduct. The College of Undergraduate Studies will maintain a database of such cases and may take more serious disciplinary action for multiple infractions or for cases deemed serious.

As established by college policy, the classroom instructor is authorized to take action on cases of misconduct (up to, and including, failing the course) and to report such cases to the College of Undergraduate Studies. University-issued sanctions may extend to expulsion from the university.

*Please submit this completed form to your College Designee.*

Today's Date \_\_\_\_\_

Student Name \_\_\_\_\_ Student ID \_\_\_\_\_

Course (number and name) \_\_\_\_\_

Brief Description of Incident

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Incident Date (or date of first awareness by instructor) \_\_\_\_\_

Instructor Action \_\_\_\_\_

Instructor Name \_\_\_\_\_

Instructor Phone/Email \_\_\_\_\_

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

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College Designee Signature \_\_\_\_\_ Date \_\_\_\_\_