College of Staten Island  
Faculty Report Form For Incidents of Academic Dishonesty

It is necessary to complete this form to report any instance of academic dishonesty. Make a copy for your records and forward the original, along with copies of all available supporting documentation, to the Office of the VP for Student and Enrollment Services (1A-301).

Instructor Name:____________________________
Dept.:_________________________ Tel.No.:__________email________________________
Course:________________ Section:_________________ Semester:_____________________
Student Name:__________________________________Student ID#:___________________
Date of Incident:______________________________________________________________
Type of Incident:________Cheating __________Plagiarism ___________Other ___________
Explanation of Incident:________________________________________________________

Did the student admit to the charge of cheating, plagiarism or other act of academic dishonesty? Yes_____ No_____
Explanation __________________________________________________________________

Have you resolved the matter informally? Yes___ No___ If yes, how?
A failing grade on the exam/paper_____ A failing final grade_____ 
Other _____ (please explain)

If no, do you advocate further action by the college? Yes____ No _____
Referral to the Academic Integrity Committee or Grade Appeals Comm._____
Referral to Faculty Student Disciplinary Committee _____

Signature of Faculty Member________________________________ Date_________
Signature of Chairperson _____________________________________________
(3/24/06)