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 Academic Affairs (1A-305).

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)