

ACADEMIC DISHONESTY FORM



STUDENT INFORMATION

Name: _____

Address: _____

Student ID: _____

Phone Number: _____

Email Address: _____

STEP 1: DISCOVERY LEVEL

Name of Instructor: _____

Email Address: _____

Course Name: _____

Semester: _____

Date Alleged Academic Dishonesty Detected: _____

Describe the alleged violation of the KSI Student Conduct Code – Provide relevant details about the infraction and attach evidence (e.g., paper, exam, defense, etc.):

Proposed Sanction:

_____ Assignment - O/F or Grade Reduction on the assignment/quiz/test/exam only

_____ Exclusion from participation in class (if appealed, the student remains in class until the issue is resolved)

_____ Course F (Instructor files grade "F" at the end of the semester)

_____ Academic Probation (imposed at the program/department level)

_____ Academic Program Dismissal/Suspension (imposed by the Dean)

RESULT

_____ Student accepts responsibility of the academic dishonesty charge and instructor sanction (send copies to the department chair, the dean, and the Administrative Office)

_____ Student does not accept responsibility of academic dishonesty charge and instructor sanction (Student must appeal decision within 2 weeks)

Student Signature and Date

Instructor Signature and Date

STEP 2: CHAIR LEVEL

Date of Receipt of the Appeal _____

RESULT: Appeal Upheld _____ Appeal Denied _____ Department Signature and Date _____

_____ Student and instructor reach consensus (copies of the ADF are sent to all parties)

_____ Student does not accept responsibility of academic dishonesty charge and sanction (appeals to dean)

STEP 3: DEAN LEVEL

Date of Receipt of the Appeal _____

RESULT: Appeal Upheld _____ Appeal Denied _____ Dean's Signature and Date _____

_____ Student accepts the charge and sanction (copies of the ADF are sent to all parties); if the recommendation is expulsion from the Institute, Step 4 below applies.

_____ Student does not accept responsibility of academic dishonesty charge and sanction (appeals to the Office of the President)
