**ACADEMIC INTEGRITY CODE REPORT**

**STUDENT NAME:** Click or tap here to enter text. **STUDENT ID:** Click or tap here to enter text.

**COURSE CODE & SECTION #:** Click or tap here to enter text. **TERM/YEAR:** Click or tap here to enter text.

**COURSE FACULTY NAME:** Click or tap here to enter text.

**NATURE OF THE ACADEMIC INTEGRITY VIOLATION.**

Click or tap here to enter text.

**REPORTED BY:** Click or tap here to enter text. **DATE:** Click or tap to enter a date.

**FACULTY NAME:** Click or tap here to enter text. **STAFF NAME:**  Click or tap here to enter text.

**STEP 1: COURSE FACULTY MEMBER MEETS WITH STUDENT.** *[Within two (2) weeks of violation.]*

**OUTCOME & RATIONALE:**

Click or tap here to enter text.

a. No credit for assignments

b. No credit for tests

c. Retest and or assign work to be done over again

d. Failing grade in course

e. Written Reprimand: written warning for having engaged in misconduct placed in student’s file with the Office

of Vice President, Academic Affairs.

f. Other as determined by faculty or department policy: Click or tap here to enter text.

**I have informed the student of the sanctions as a result of the violation on:** Click or tap to enter a date.

**A copy of the form completed to this point was given to the student on:** Click or tap to enter a date.

**FACULTY ELECTRONIC SIGNATURE:** Click or tap here to enter text. **DATE:** Click or tap to enter a date.

**STEP 2:****FOR FACULTY:****SUBMIT COMPLETED FORM** to Elizabeth Kruijssen in the Office of Vice President, Academic Affairs – MAC 101 or email to[*ekruijssen@brookdalecc.edu*](about:blank)cc: [phenn@brookdalecc.edu](mailto:phenn@brookdalecc.edu)

**STEP 3: FOR STUDENT: SUBMIT COMPLETED FORM to** Elizabeth Kruijssen, Director – Curriculum in MAC 101 or at [ekruijssen@brookdalecc.edu](about:blank) and copy to faculty member *[Within two (2) weeks after completion of Step 1.]*

**BROOKDALE EMAIL ADDRESS:** Click or tap here to enter text. **PHONE NUMBER:** Click or tap here to enter text.

DECIDE WHETHER YOU WILL APPEAL THE VIOLATION.*For information on the process click here:* [*https://www.brookdalecc.edu/about/board-of-trustees/college-regulations/6-000-student-personnel/6-3000r-student-conduct-code-and-academic-integrity-code/*](https://www.brookdalecc.edu/about/board-of-trustees/college-regulations/6-000-student-personnel/6-3000r-student-conduct-code-and-academic-integrity-code/)

**STUDENT COMMENTS:**

Click or tap here to enter text.

I will appeal the violation.  I will not to appeal the violation, accepting the sanction above.

*\*If form is not returned to the Office of the Vice President, Academic Affairs within two weeks sanction will stand.*

**By appealing the violation, I agree to discuss the details of the alleged violation with the members of the Academic Integrity Committee. Information regarding the day/time for an Academic Integrity Hearing will be communicated to my Brookdale email address.**

**STUDENT ELECTRONIC SIGNATURE:** Click or tap here to enter text. **DATE:** Click or tap to enter a date.

*The Vice President, Academic Affairs and faculty member will receive a copy of this form.*

**THIS PORTION WILL BE FILLED OUT BY OFFICE OF VICE PRESIDENT, ACADEMIC AFFAIRS**

**STEP 4:** **RECOMMENDATION OF VICE PRESIDENT, ACADEMIC AFFAIRS.**

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**Academic Integrity Process Completed** – or –

**Convene an Academic Integrity Appeal Committee**

**VICE PRESIDENT, ACADEMIC AFFAIRS SIGNATURE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE: \_\_\_\_\_\_\_\_\_\_\_\_**

**DATE OF LETTER OF NOTIFICATION TO STUDENT: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**DATE ACADEMIC INTEGRITY COMMITTEE CONVENES: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

*(if recommended by Vice President, Academic Affairs)*

**RECOMMENDATION OF COMMITTEE:**

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**DATE OF LETTER OF NOTIFICATION TO PARTICIPANTS: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**VICE PRESIDENT, ACADEMIC AFFAIRS SIGNATURE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**ALL ACADEMIC INTEGRITY RECORDS WILL BE KEPT IN THE OFFICE OF VICE PRESIDENT, ACADEMIC AFFAIRS.**

**VICE PRESIDENT, ACADEMIC AFFAIRS DATE STAMP:**

*VPAA-4/2021*