**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*cc: phenn@brookdalecc.edu

**STEP 3: FOR STUDENT: SUBMIT COMPLETED FORM to** Elizabeth Kruijssen, Director – Curriculum in MAC 101 or at ekruijssen@brookdalecc.edu 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*