

Joliet Junior College

REPORT FORM FOR ACADEMIC HONOR CODE VIOLATIONS

It is the responsibility of each instructor to determine the penalty to be associated with an incident of cheating or plagiarism. The instructor must clearly state this penalty within the course syllabus. All incidents of academic dishonesty must be reported to your department chair using the following procedure.

- 1. Course syllabus must clearly state cheating or plagiarism policy that is consistent with JJC Academic Honor Code.
2. Instructor determines a student has violated the academic honor code.
3. Instructor arranges a meeting and discusses the situation immediately with the student.
4. Instructor completes and signs this form, with the original forwarded to the department chair within five calendar days of the incident, a copy given to the student, and a copy retained by the instructor.
5. Student has the opportunity to appeal the finding with the department chair or appropriate dean within five days of receipt of this notice.

Student's Name (print) (Last) (First)

Student ID #

Course prefix and section (e.g., CHEM 100-01)

Instructor's Name (print) (Last) (First)

Date of Incident Place of Incident

Description of Incident
(Add additional pages as necessary)

Penalty Assigned

Check this box only if the policy in your syllabus states that the student should receive an "F" as a final grade. The instructor should post the "F" on the final grade sheet at the end of the semester.

Student's Signature Refused to Sign Appeal

Instructor's Signature Date

Dept. Chair's Signature Date

Dean of Academic Area Date

The Student may wish to meet with a staff member in the Dean of Students' Office to seek assistance regarding this situation. The Student has the right to appeal through the Student Complaint Procedure as stated in the JJC College Catalog.

- 1) Copy and Give to Student
2) Retain a copy
3) Original Forward to Department Chair
4) Department Secretary Forward Copy to Dean of Area
5) Dean Secretary Forward Copy to Dean of Students

