

**ALLEGATION OF ACADEMIC MISCONDUCT (Notification Form)**  
*Must be sent within 10 days of discovering the potential academic misconduct*

**Student:** \_\_\_\_\_ **Student ID:** M \_\_\_\_\_

**Course:** \_\_\_\_\_ **Term:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Alleged Violation (check below):**

Aiding/ Abetting  Cheating  Fabrication  Plagiarism  Violating Ethical/ Professional Standards

**Description of the Alleged Misconduct:**

**Instructor Recommended Sanctions (check all that apply):**

Retest or resubmission of a rejected \_\_\_\_\_ for \_\_\_\_\_ credit  
\_\_\_\_\_ on \_\_\_\_\_

Completion of an educational program on plagiarism by \_\_\_\_\_

Completion of a Decision Making Seminar hosted by Student Conduct by \_\_\_\_\_

Recommendation for Academic Disciplinary Reprimand

Recommendation for \_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_  
as recommended by your program guidelines

Other: \_\_\_\_\_

**Additional Instructor Options (check all that apply)**

Resolution via Educational Conference (No conduct record. Student must sign form. Faculty must submit form to CCA after obtaining signature.)

Instructor Requests Review Meeting with Student (Must be scheduled within five days of student's receipt of Notification Form)

**Instructor Signature:** \_\_\_\_\_

**Student Response (Notification Form):** I... (initial one below)

accept responsibility and agree to my instructor's recommended sanction(s);

accept responsibility but challenge my instructor's recommended sanction(s) and request a meeting with my instructor *(must be scheduled within five days of instructor's receipt of Notification form back from student)*; OR

deny responsibility and request a meeting with my instructor *(must be scheduled within five days of instructor's receipt of Notification form back from student)*

By signing below, I affirm that I understand my rights and have made my decision knowingly and voluntarily.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Student ID

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Email Address

\_\_\_\_\_  
Phone

**Return this form to the instructor within 5 business days by \_\_\_\_\_**

If student accepts responsibility and instructor's recommended sanctions, within five days of student's acceptance, the instructor must provide a copy of Notification Form to the CCA. The incident is resolved upon completion of sanctions. If student fails to respond or still disputes findings or sanctions after meeting with their instructor, then Resolution Form will be initiated. Instructors must refrain from entering a final grade in the course until the incident is resolved.