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. If the instructor is unable to give the student his or her copy personally, the department chair will send the student’s copy.
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) ________________________________________________________________
(First) (Last)

Student ID # ________________ ________________

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

Instructor’s Name (print) _________________________________________________________
(First) (Last)

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.