**ANNE ARUNDEL COMMUNITY COLLEGE**



# NOTICE OF ACADEMIC DISHONESTY

**Student’s name**

**Datatel No.**       **Phone No.**

**Address**

**Semester**       **Year**

**Date of alleged incident**

**Type of Violation (*see definitions in Academic Integrity Policy*). Check all applicable boxes.**

**Cheating**

**Plagiarism**

**Facilitation**

**Fabrication**

**Impersonation**

**Department**

**Course Name**        **Course No.**       **Sec.**

**Instructor’s Name**        **Phone No.**

**Chairperson’s Name**       **Phone No.**

**Date the report is initially prepared by the instructor**

**Date conference request is sent to the student by the instructor**

## Description of alleged incident

**If alleged incident was witnessed by a college employee other than the instructor, give the name of the witness**

**Address of witness**

**Phone no. of witness**

**Name of supervisor (if applicable)**

**Phone no. of supervisor**

**Sanction imposed/recommended by the instructor (*Note: If a numerical grade will be recorded, state specific grade to be imposed.):***

**(over)**

Notice of Academic Dishonesty

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**Please read each option carefully and select the appropriate one. Check only one box.**

**1) Student admits academic dishonesty and accepts the sanction.**  Next Step: The sanction will be imposed and the Notice will be put on file.

**2) Student admits academic dishonesty and does not accept the sanction.**

Next Step: A hearing will be convened to determine the appropriateness of

the recommended sanction. Regardless of the result, the Notice will be put on file.

**3) Student denies academic dishonesty and accepts the sanction.**

Next Step: The sanction will be imposed and the Notice will be put on file.

**4) Student denies academic dishonesty and does not accept the sanction.**

Next Step: A hearing will be convened to determine whether a violation of

the Academic Honesty Policy has occurred and if so, whether the sanction is

appropriate. Regardless of the result, the Notice will be put on file.

**5) Student neither admits nor denies academic dishonesty, but**

**does agree to accept the sanction imposed/recommended by**

**the instructor.**

Next Step: The sanction will be imposed and the Notice will be put on file.

**6) Student neither admits nor denies academic dishonesty, and**

**does not agree to accept the sanction imposed/recommended by**

**the instructor.**

Next Step: A hearing will be convened to determine whether a violation of

the Academic Honesty Policy has occurred and if so, whether the sanction is

appropriate. Regardless of the result, the Notice will be put on file.

*Note*: Regardless of your response, all Notices are on file in the Office for Learning for five (5) years after which they are expunged and shredded so that no documentation of academic dishonesty allegations would exist after the this period.

**NG status assigned (if #2, #4, or #6 above is checked)**  **Yes**  **No**

*Note*: If the student withdraws during a pending case of academic dishonesty, it can be considered a de facto admission of guilt. The W could be changed to the grade F.

**Signature of Instructor Date**

### Signature of Student Date

**Date the conference is held between instructor and student**

**Date the report is sent to the College Representative\***

**Date the report is received by the College Representative**

#### STUDENTS PLEASE NOTE

***A student who is found to have committed an act of academic dishonesty may be subject to disciplinary sanctions in addition to the academic sanction imposed by the instructor. Disciplinary sanctions may be applied in cases of repeat offenses or where academic dishonesty is determined to be serious enough for additional sanctions. These sanctions may include temporary suspension or expulsion from Anne Arundel Community* *College*.**

**\*** **Associate Vice President for Learning**

Rev: 4/2004 DWG; 3/2005 EEL; 2006 EEL; 2007 EEL; 2011 HMR