

**GUILFORD TECHNICAL COMMUNITY COLLEGE  
 STUDENT ACADEMIC INTEGRITY VIOLATION REPORT**

<b>DATE OF INCIDENT:</b>	
<b>SEMESTER/YEAR:</b>	
<b>COURSE/SECTION:</b>	
<b>VIOLATION CODE:</b>	

Directions: The faculty member is to complete the report, give a copy to the student, and send a copy to the Chief Disciplinary Officer, Student Services, in Medlin Campus Center to be retained for documentation and future reference.

<b>STUDENT INFORMATION</b>	
Name:	Student ID#:
Phone Number:	Email Address:

<b>FACULTY INFORMATION</b>	
Faculty Name:	Office:
Email Address:	Phone extension:

<b>ALLEGED ACADEMIC INTEGRITY VIOLATION(S):</b> (Check the box next to the appropriate <b>letter code</b> )	
<input type="checkbox"/>	<b>A</b> <b>Cheating</b> – the intentional use or attempt to use unauthorized materials, information, notes, study aids, or other devices in any academic exercise and includes the unauthorized communication of information during an academic exercise
<input type="checkbox"/>	<b>B</b> <b>Fabrication and falsification</b> – the intentional and unauthorized invention of alteration of any information or citation in an academic exercise. Fabrication is a matter of inventing or counterfeiting information for use in any academic exercise; falsification is a matter of altering information
<input type="checkbox"/>	<b>C</b> <b>Plagiarism</b> – the intentional or knowing presentation of the work of another one’s own without proper acknowledgment of the source. The sole exception to the requirement of acknowledging sources is when the ideas or information is common knowledge
<input type="checkbox"/>	<b>D</b> <b>Abuse of academic materials</b> – Making inaccessible, destroying, or stealing library or other academic resource material, including equipment. Violations may be referred to civil authorities for prosecution under the law
<input type="checkbox"/>	<b>F</b> <b>Complicity in academic dishonesty</b> – intentionally or knowingly helping or attempting to help another to commit an act of academic dishonesty

<b>SANCTION(S):</b> (Check the appropriate box(es))			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1	Formal warning	4	Temporary dismissal from class
2	Reduced grade (including F) for the assignment	5	Dismissal from class for the remainder of the term
3	Reduced grade (including F) for the course	6	Referring violations to civil authorities for prosecution under the law
<b>Comments:</b>			

<b>RESULTS OF FACULTY/STUDENT MEETING:</b> (to be completed by the faculty)		<b>Meeting Date:</b>
<input type="checkbox"/>	<input type="checkbox"/>	
1	The allegation is dismissed.	
2	The student accepts responsibility for the violation and accepts the academic sanction(s).	
3	The primary instructor/designee believes a violation occurred and the student disagrees and requests formal appeal.	
4	The student accepts responsibility for the violation, but disagrees with the academic sanction(s) and requests formal appeal.	
5	The student declines the initial meeting.                      DATE:	
<b>Comments:</b>		
<b>Student Signature:</b>		
<b>Faculty Signature:</b>		

## FORMAL APPEAL – STUDENT ACADEMIC INTEGRITY VIOLATION

<b>APPEAL LEVEL 1: Program Coordinator/Department Chair</b>		<b>Meeting Date:</b>
1	The sanction is dismissed.	
2	The sanction is upheld.	
<b>Comments:</b>		
<b>Student Signature:</b>		
<b>Program Coordinator/Department Chair Signature:</b>		

<b>APPEAL LEVEL 2: Division Chair</b>		<b>Meeting Date:</b>
1	The sanction is dismissed.	
2	The sanction is upheld.	
<b>Comments:</b>		
<b>Student Signature:</b>		
<b>Division Chair Signature:</b>		

<b>APPEAL LEVEL 3: Associate VP Instruction</b>		<b>Meeting Date:</b>
1	The sanction is dismissed.	
2	The sanction is upheld	
<b>Comments:</b>		
<b>Student Signature:</b>		
<b>Associate VP Instruction Signature:</b>		

<b>FINAL APPEAL LEVEL 4: VP Instruction</b>		<b>Meeting Date:</b>
1	The sanction is dismissed.	
2	The sanction is upheld.	
<b>Comments:</b>		
<b>Student Signature:</b>		
<b>VP Instruction Signature:</b>		