

Faculty Academic Sanction Form

In accordance with Procedure 3100.3, Honest Academic Conduct, the following form must be completed whenever an academic sanction has been imposed. The completed form must be given to the School Dean within 10 instructional days of the imposition of an academic sanction. The School Dean must provide a copy to the Disciplinary Officer/Dean of Student Affairs for documentation.

Faculty Name:	Date of Incident:
Student Name:	Student CSID:
Course:	
Assignment/Exam:	
Evidence of academic dishonesty:	
<p>What academic sanction was assigned? <small>Note: Sanction can only be related to the assignment in question.</small></p> <p> <input type="checkbox"/> Zero on assignment/test <input type="checkbox"/> Re-do work/Re-take exam <input type="checkbox"/> Lowering of grade on assignment or test <input type="checkbox"/> Other - Specify _____ </p>	
<p>Was an office conference scheduled with the student and Department Chair or designee to discuss allegations and evidence? <input type="checkbox"/> Yes <input type="checkbox"/> No</p>	
• Date of conference?	
• Who attended (name & title)?	
If a conference was not held, please explain why.	
Faculty Name & Signature:	Date:
This section to be completed by the School Dean	
<p>Would you like this incident to be processed through <i>Policy 3100, Student Rights, Responsibilities and Administrative Process</i>? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please include supporting documentation.</p>	
School Dean Name: _____	
School Dean Signature: _____ Date: _____	

White: School Dean

Yellow: Disciplinary Officer/Dean of Student Affairs

Pink: Professor