



COASTAL ALABAMA

COMMUNITY COLLEGE

This form is used by faculty to resolve and/or report alleged academic integrity violations.

STEP 1: Contact the student(s) involved. Share all relevant materials/information with the student(s) at this time.

STEP 2: Complete the following information

Student Number:	Student Name:	Term:	Year:
Initial Contact made:	<input type="checkbox"/> Email <input type="checkbox"/> Phone <input type="checkbox"/> Written Document <input type="checkbox"/> Office Visit <input type="checkbox"/> Other	Course/Section No:	Date:

STEP 3: Provide a summary of the incident, attach additional pages and copies of all relevant materials.

STEP 4: Faculty Recommended Sanction

- Reduction in grade on the assignment, examination, or academic exercise
- No credit for the assignment, examination, or academic exercise (resulting in a zero recorded as a grade)
- No credit for the course, resulting in an F as a final grade on the student's transcript
- Other: _____

STEP 5: Resolution

Option 1: If the student admits responsibility and accepts the faculty member's recommended sanctions, have him or her read and sign the following statement. Students: Sign below **ONLY** if you have read, understand, and agree to the following statements: *I am responsible for the violation with which I am charged, and I accept the sanction the faculty member has recommended. I waive my rights to due process. This decision is final.*

Signature of student: _____ Student ID: _____ Date: _____

Option 2: If the student chooses not to sign Option 1 above, have the student read and sign the following statement: *I am not responsible for the alleged behavior and would like my file forwarded to Student Conduct.*

Signature of student: _____ Student ID: _____ Date: _____

For either resolution or if the student chooses not to sign either option, please send this form and all supporting documentation to the Office of Student Conduct for recording.

<i>Faculty Name:</i>	<i>Faculty Signature:</i>	<i>Date Signed:</i>
<i>Division Chair Name:</i>	<i>Division Chair Signature:</i>	<i>Date Signed:</i>
<i>Instructional Dean Name:</i>	<i>Instructional Dean Signature:</i>	<i>Date Signed:</i>