

Report Form on Violations of Academic Conduct

Hofstra University Faculty Policy Series 11 (Undergraduate)

(To be completed by the instructor. Please attach additional pages, as needed.)

Student's Name:	Course Title:
700#:	Course #:
Phone:	CRN:
E-mail:	Semester/Year:
Address:	

Date of initial identification of alleged violation:

Description of alleged violation:

Date when instructor discussed alleged violation with student:

If no discussion occurred, detail instructor's good faith attempts to contact student (including dates and methods of contact – e.g., voicemail message):

Date when instructor determined that student's actions constituted a violation of academic honesty:

Has a penalty been imposed? Yes No

If yes, please specify:

*(If the penalty is **course failure**, please process the grade online **immediately**.)*

Rationale for imposing penalty or for deciding not to penalize the student:

Instructor's Name:	Department:
Office Phone:	E-mail:
Signature:	Date:

To the Student: You have a right to appeal the charge and/or penalty based on the grounds specified in Faculty Policy Series 11. The procedures for undertaking such an appeal are also specified in Faculty Policy Series 11. If you have questions or concerns, please contact the Dean of Students' Office at (516) 463-6913.

The instructor should send this form to the student.

Additional copies of this form should be sent to:

- Provost's Office (with supporting documentation)
- Dean of Students