Report of Academic Misconduct

A. Student
   Name _____________________________   Student ID _________________________
   If more than one student, please use a separate form for each.

B. Alleged Offense
   Course __________________________   Date(s) of Offense __________________
   Type of academic dishonesty
   [] Plagiarism   [] Copying   [] Using unauthorized notes or crib sheet
   [] Altering score/grade   [] Falsifying lab results or references
   [] Other ______________________________________________________________
   Type of assignment
   [] Exam   [] Quiz   [] Lab   [] Homework
   [] Presentation   [] Essay   [] Paper   [] Project
   [] Other ______________________________________________________________
   Approximate weight of assignment in final course grade _____________%

C. Report filed by
   Name _____________________________
   Department ________________________
   Phone Number ______________________
   Email _____________________________

D. Others involved (Professors, Lab Assistants, other student(s), etc.)
   Name _____________________________   Department or ID ________________________
   Name _____________________________   Department or ID ________________________

E. Other Witnesses
   Name _____________________________   Student ID _________________________
   Name _____________________________   Student ID _________________________

F. Please include
   [] A copy of the course syllabus
   [] A narrative describing the information you have collected and summary of any subsequent contact with the accused.
   [] A copy of all documents of physical evidence (including exam booklets, answer sheets, papers, correspondence, plagiarized text, crib notes, etc.)
   [] Statements of witnesses (if applicable and available)
   Signature ____________________________________   Date __________________________

Please return to: Dean of Undergraduate Studies
   Rockefeller Hall, Third Floor
   Office: 404-270-5701    Fax: 404-279-5698

For additional information on academic integrity, please see the College Bulletin - [http://www.spelman.edu/academics/catalog/catalog.shtml#IndexAcademicIntegrityPolicy](http://www.spelman.edu/academics/catalog/catalog.shtml#IndexAcademicIntegrityPolicy)