



# SAN DIEGO STATE UNIVERSITY

Center for Student Rights and Responsibilities  
Division of Student Affairs, San Diego State University

## ACADEMIC DISHONESTY INCIDENT REPORT

In order to hold students accountable for multiple academic dishonesty situations that may occur in several departments, and in order to gain a better understanding of trends and educational needs relating to academic dishonesty, Executive Order 969\* mandates faculty to report all incidents to the Center for Student Rights and Responsibilities. Please call our office at 4-3069 if we may be of assistance.

California Code of Regulations, Article 2, Student Code of Conduct, Section 41301, includes the following behaviors relating to academic dishonesty, which are subject to disciplinary sanctions. Please indicate which violation(s) you are reporting.

**Dishonesty, including:**

- Cheating
- Plagiarism
- Other forms of academic dishonesty that are intended to gain unfair academic advantage

<b>Name of student</b> .....	<b>Red ID #</b> .....
<b>In addition to yourself, who witnessed or had knowledge of this incident?</b>	
Name .....	Red ID #.....
Name.....	Red ID #.....
<b>Title of Class</b> .....	<b>Dept:</b> .....
<b>Professor/Instructor:</b> .....	<b>Campus Phone:</b> .....
	<b>Campus Mail Code:</b> .....

**Please briefly describe the incident.** (In so doing, please be specific: i.e. How did you learn about or discover this incident? What, facts, actions did you observe? What statements were made by persons present?)

As a first step, you as a faculty member may sanction the student at your own discretion regarding the assignment or course grade.

**What actions have you taken as a faculty member?**

Assignment Grade Reduction     Course Grade Reduction     Counseled Student     None     Other: please specify:.....

**In most cases the judicial officer will send a letter of warning and resource information to your student.** At the discretion of the judicial officer, further action may be taken for more serious incidents, or for repeated or multiple incidents known to this department, and this may result in judicial probation, suspension held in abeyance, or suspension, with educational sanctions assigned.

**Based on this incident alone, do you recommend review for possible further action, beyond a warning letter, by this office?**

Yes     No

**Students vary in their levels of awareness. Is it your assessment that the student understood, at the time of the incident, that they were committing an act of academic dishonesty?**     Most likely did understand     Most likely did not understand

**Does your syllabus address academic dishonesty, including cheating and plagiarism, and do you address it in class?**

Yes Please attach a copy     No

Thank you for your educational contribution in assisting this student in forming academic values, responsibility, and citizenship.

Please attach copies of all supporting documentation, and deliver or send via campus mail to: CSRR MC7445

\* Executive Order 969 mandates faculty reporting. Executive Order 970 provides direction to the Center for Student Rights and responsibilities in adjudication of cases. Executive Orders, 969, 970, and Section 41301, the Student Code of Conduct, may be viewed at: [www.sa.sdsu.edu/srr/judicial](http://www.sa.sdsu.edu/srr/judicial)