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._

<table>
<thead>
<tr>
<th>Faculty Name:</th>
<th>Date of Incident:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Name:</td>
<td>Student CSID:</td>
</tr>
<tr>
<td>Course:</td>
<td></td>
</tr>
<tr>
<td>Assignment/Exam:</td>
<td></td>
</tr>
</tbody>
</table>

_Evidence of academic dishonesty:_

**What academic sanction was assigned?**  
Note: Sanction can only be related to the assignment in question.

- [ ] Zero on assignment/test  
- [ ] Re-do work/Re-take exam  
- [ ] Lowering of grade on assignment or test  
- [ ] Other - Specify __________________________

_Was an office conference scheduled with the student and Department Chair or designee to discuss allegations and evidence? □ Yes □ No_  
- • 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

_Would you like this incident to be processed through Policy 3100, Student Rights, Responsibilities and Administrative Process? □ Yes □ No_  
If yes, please include supporting documentation.

School Dean Name: ____________________________________________

School Dean Signature: ________________________________________ Date:___________________