



Academic Dishonesty Submittal Form

Process for Reporting Student Academic Dishonesty

To: Chrystal Porter, Vice President for Graduate and Professional Studies
From:
Date:
Re: **Notice of Academic Dishonesty**

This memorandum provides official notice that _____, a student in _____, sought to earn a grade on a required project by _____

For this act of academic dishonesty, the instructor has taken the following action in this course:

Further penalties for this serious violation of academic integrity will be pursued as required by the Lasell University Catalog:

Academic dishonesty, intentional or unintentional, is grounds for failure on any assignment or failure in the course, at the instructor’s discretion. Academic dishonesty is also grounds for suspension from the college at the discretion of the Vice President for Graduate and Professional Studies and may be subject to appropriate legal investigation and prosecution. The “Notice of Academic Dishonesty” that is filed by the instructor will remain in the Vice President for Graduate and Professional Studies Office and will be destroyed when the student leaves the University. A student who wishes to appeal a charge must follow the process set in place in the Graduate Catalog under ‘Academic Dishonesty Policy’.

Faculty Signature

Faculty Print Name

If the instructor was unable to meet with as well as inform the student of the final decision, this should be indicated here, along with a brief explanation as to why this was the case.