



The Art Institute of California™ - San Francisco

Instructions: Part One is Notice to the Student of Investigation. Part Two is the Faculty Member's Report. Part Three is the Student's Reply. The Instructor returns the completed form, with or without student input, to the Academic Director, at which point the Committee on Academic Honesty will review the case and issue a decision.

Report to the Committee on Academic Honesty: Documentation Regarding Instance of Student Academic Dishonesty			
Student Name			
Student ID #		Major	
Faculty Name			
Course Number & Title		Section & Credit Hours	
Academic Director of course			
Date of Notice			
Faculty Signature		Date	

Part One: Notice to Student. Review closely.

Dear Student:

You are receiving this letter because your course instructor (as indicated above) suspects that you have violated The Art Institute of California - San Francisco's standards of Academic Honesty. As is stated in the AiCA-SF Student Code of Conduct:

"Students are expected to maintain the highest standards of academic honesty while pursuing their studies at AiCA-SF. Academic dishonesty includes but is not limited to: plagiarism and cheating; misuse of academic resources or facilities; and misuse of computer software, data, equipment or networks" (Academic Policies and Procedures, 134).

As is also stated on your AiCA-SF syllabi:

"Student work that appears to violate AiCA-SF's standards of academic honesty will be reviewed by the Committee on Academic Honesty. If the work is judged to have violated standards of academic honesty, appropriate sanctions will be given. Sanctions include but are not limited to course failure and academic termination" (AiCA-SF Winter 2009).

Your case has been referred to the Committee on Academic Honesty, which is chaired by the Associate Dean, for investigation. ***This letter is your notice of the investigation.***

Review the details of the case (as specified by your instructor in Part Two) and respond in writing (in Part Three). Return this form – and any supporting document – to your instructor within one week of your notice. ***Failure to respond in writing to this notice will automatically waive your right for appeal should the committee find you in violation of the Student Conduct Code.***

The committee reviews cases on Tuesdays of Weeks One, Six, and Nine each quarter. Your case will be reviewed in the meeting immediately following the date of this notice. The results of the investigation will be delivered to you in writing within 48 hours of the meeting.

Any questions about this process can be directed to the Academic Director listed at the top of this form. Thank you for your prompt attention to this serious matter.

Sincerely,
The Committee on Academic Honesty
The Art Institute of California – San Francisco

Part Two: Incident Report (to be completed by Faculty Member)

1. In what Session has this incident occurred? Fall ___ Winter ___ Summer ___ Spring ___ Year: ___

2. Indicate what form of academic dishonesty has been experienced in your course (check all that apply):

- Plagiarism
- Cheating on assignments and/or examinations
- Engaging in unauthorized collaboration on academic work
- Taking, acquiring or using test materials without faculty permission
- Submitting false or incomplete records of academic achievement
- Altering, forging or misusing a College academic record
- Fabricating or falsifying data, research procedures, or data analysis
- Deceiving the College and/or its officials

3. In a brief narrative, please detail the specifics regarding this specific incident (or incidences) of Academic Dishonesty. Use additional sheets as necessary.

4. Attach the evidence you are providing to support the investigation into this incident(ces). In the space below, briefly describe the materials you have attached.

Item One:

Item Two:

Additional Items (as applicable):

5. If the Committee determines this case to be an instance of Academic Dishonesty, the minimum consequences for the student include failure on the assignment/exam and student conduct probation. With this in mind, indicate below what additional consequences you are recommending the student receive for the violation (check all that apply):

- Student fails the assignment/exam
- Student fails the course
- Student is suspended from school
- Student is terminated from school
- Other. Please specify: _____

Note to Student: By signing below, you are acknowledging your receipt of this report and its supporting evidence. Your signature does NOT indicate agreement with the assessment- ONLY acknowledgement.

Student Signature		Date	
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Part Three: Student Response
(to be filled out by the Student)

You have one week to reply in writing as indicated below.

Return this form – with your response – to your instructor one week from today.

Remember that failure to respond will automatically waive your right for appeal should the committee find you in violation of the Student Conduct Code.

Student Name			
Student ID #		Major	
Student Signature			Date

6. Indicate what form of academic dishonesty you, the student, have committed in the course in question (check all that apply):

- Plagiarism
- Cheating on assignments and/or examinations
- Engaging in unauthorized collaboration on academic work
- Taking, acquiring or using test materials without faculty permission
- Submitting false or incomplete records of academic achievement
- Altering, forging or misusing a College academic record
- Fabricating or falsifying data, research procedures, or data analysis
- Deceiving the College and/or its officials
- None of the above.

7. Briefly detail your response to the specific issues raised by the instructor as detailed above. Use additional sheets as necessary.

Student Demographic Information – Please complete					
Student E-mail				Phone #	
Current (Local) Address					Apt #
City			State		Zip Code