



Northland Pioneer College

Report for Academic Misconduct Violations

Please refer to **Procedure 2625** in the NPC College Catalog for the **Student Conduct Code** and general instructions on reporting plagiarism and cheating violations: www.npc.edu/procedure-2625.

Academic Misconduct – All acts of misconduct associated with academic work in a classroom, laboratory, online or clinical setting. Academic misconduct includes, but is not limited to, cheating, plagiarism, and violations of standards set by individual programs and courses.

1. **Cheating** – includes, but is not limited to, the following:
 - a. Use of any unauthorized assistance in taking quizzes, test, assessments or examination;
 - b. Dependence upon the aid of sources beyond those authorized by the faculty member in writing papers, preparing reports, solving problems, or carrying out other assignments or clinical responsibilities;
 - c. The acquisition, without permission, of tests or other academic material belonging to a member of the college faculty or staff.
2. **Plagiarism** – includes, but is not limited to, the following:
 - a. Use of paraphrase or direct quotation of the published or unpublished work of another person without citation;
 - b. Unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers and/or other academic materials;
 - c. Use of information gathered from the Internet that is not properly acknowledged or identified as such.

Faculty Name:

Faculty Department:

Campus Email:

Campus Phone:

Student's Name:

Student ID #:

Semester/Year:

Date of Discovery
of Violation:

Course Dept./Number/Title:

Please describe plagiarism or cheating offense. Attach all relevant documentation to this form.

Sanctions – (check all that apply)

- A verbal warning to the student (does still need to be reported)
- A lowered score on the graded work that involves academic misconduct.
- A score of "0" on the graded assignment in question.
- Referral to plagiarism "boot camp" or other related discretionary assignments related to the offense.
- Referral to a Hearing Panel for Academic Misconduct (see Step 5 in Procedure 2625)

- I notified the student in person Date: _____
 - I notified the student via Certified U.S. Mail Date: _____
 - I notified the student in another way. (Specify below) Date: _____
- Other method: _____

Instructor Signature (Required) _____ Date _____

