



## LaGuardia Community College Academic Integrity Complaint Form

This form is used for cases involving **bribery, cheating, academic fraud, misconduct on internships, plagiarism and other forms of academic dishonesty**, which fall under the Disciplinary Process of the Policy on Academic Integrity. Please see brochure on Policy on Academic Integrity for a full explanation.

<b>STUDENT'S NAME: (Please Print)</b>	
<b>EMPL ID:</b>	<b>COURSE &amp; SECTION:</b>
<b>DESCRIPTION OF INCIDENT: (Please Include date of incident and attach documentation if available.)</b>	
<b>ACADEMIC SANCTION:</b>	
<b>INSTRUCTOR'S NAME: (Please Print)</b>	
<b>INSTRUCTOR'S SIGNATURE</b>	<b>DATE:</b>

**STUDENT TO FILL IN THIS PORTION:**

I have read the complaint above and (check the appropriate statement)

\_\_\_\_\_ I do not challenge the accusation and accept the sanction.

\_\_\_\_\_ I challenge the accusation and wish to meet with the Chair.

\_\_\_\_\_ I met with the Chair, the matter was not resolved; and I wish for the matter to be referred to the Chief Academic Integrity Officer for further review.

\_\_\_\_\_ I do not wish to make any statement at this time and; I am aware that the sanction will be upheld without further review for appeal, after fifteen days of receipt of this notice.

\_\_\_\_\_  
**STUDENT'S SIGNATURE**

\_\_\_\_\_  
**DATE**



**FACULTY & CHAIRPERSON TO FILL IN THIS PORTION:**

\_\_\_\_\_ Student failed to appear for scheduled conference or could not be contacted.

\_\_\_\_\_ The matter above has been resolved. Please keep on file.

\_\_\_\_\_ The matter above must be referred to the Chief Academic Integrity Officer for further review.

\_\_\_\_\_  
**CHAIRPERSON'S SIGNATURE**

\_\_\_\_\_  
**DATE**

\_\_\_\_\_  
**CHIEF ACADEMIC INTEGRITY OFFICER**

\_\_\_\_\_  
**DATE**

- 1- Every student has the right to due process.
- 2- Any form without a student's signature and/or a chair's signature is incomplete and will not be processed.
- 3- If a student failed to respond to correspondence about, or appear for a meeting regarding the academic integrity matter, please attach evidence of communication sent to the student.

Please submit form to [studentjudiciary@lagcc.cuny.edu](mailto:studentjudiciary@lagcc.cuny.edu), C317