

**Tacoma Community College
Academic Dishonesty Incident Report**

Instructor:

1. Meet with the student outside of class to discuss allegations.
2. If no appeal necessary, complete the Student Code of Conduct Report Form, and attached this document and all evidence used to make determination.
3. If student appeals, this form goes to the Dean - please add your notes as attachments to this form.

Student Name:	Student ID#:
Instructor:	Course/Section:
Date of Incident:	
Brief Description of Incident:	
Evidence:	
Sanction Issued:	
Student Comments: ____ (initial) I agree with the allegation and the sanction indicated above ____ (initial) I disagree with the allegation (initial appeal section) ____ (initial) I disagree with the sanction (initial appeal section) ____ (initial) I have been informed of the right to appeal, and I understand I have four (4) instructional days from the date I signed below in which to appeal	

Instructor Signature (confirms that the meeting took place on this day)

Date

Student Signature (confirms that the meeting took place on this day)

Date

Division Dean Signature

Date

Additional documentation
may be attached if desired

Entered in SMS: _____ By: _____
Date Initials