Central Ohio Technical College
Report of Academic Misconduct

Name of Student: ___________________________________________   ID #: ____________________

Student Email: __________________________________________________________________________

Title of Course: ___________________________________________________________   Course #: ____________________

Name of Course Instructor: ______________________________________   Contact: ____________________

Name of Division Chair: ________________________________________________________________

Date/Time of Incident: __________________________________________________________________

Type of academic misconduct (refer to Code of Student Conduct for definitions):

□ Violation of Course Rules/Syllabus                      □ Examinations – unauthorized materials/info
□ Unauthorized assistance lab/field work/assignment       □ Plagiarism
□ Repeating work without permission                      □ Falsification of lab/research/assignment
□ Substitute for a student in any graded assignment       □ Alteration of grade or mark by student
□ Alteration of academically related forms/records      □ Activity that unfairly creates disadvantage
□ Violation of program regulations

Description of Incident (Please include a copy of all supporting documentation/attach additional
pages if needed):

As instructor of the above course, I believe an act of academic misconduct occurred and, therefore,
after consultation with my Division chair, recommend the following:

□ Warning (FYI filed with the Office of Student Life) – if applicable, please include student’s response
□ Referral to the Office of Student Life (Student Conduct) for review of incident

Instructor’s signature: _____________________________   Date: ______________

Please submit this form and all supporting documentation to the Office of Student Life, Warner 226 or hmason@cotc.edu. The Office of Student Life will notify the instructor within five (5) business days from receipt of the documentation to verify all necessary documents have been submitted.