

**San Joaquin Delta College  
Academic Dishonesty Report Form/Definition**

Student's Name: \_\_\_\_\_ S. S. # \_\_\_\_\_

Course Name: \_\_\_\_\_ Section # \_\_\_\_\_ Time/Days \_\_\_\_\_

Name of Instructor: \_\_\_\_\_

Date of Incident: \_\_\_\_\_

**I. Description of Incident:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(Please attach additional information and documentation if necessary)

Type of dishonesty: \_\_\_\_\_ Plagiarism \_\_\_\_\_ Cheating \_\_\_\_\_ Other Misconduct

**II. Action taken:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(Please attach additional information and documentation if necessary)

**III. Further action recommended to the Vice President of Student Services:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(Please attach additional information and documentation if necessary)

Form submitted by: \_\_\_\_\_ Date: \_\_\_\_\_

(Written signature of instructor)

Received by the Office of the Vice President of Student Services

Date \_\_\_\_\_

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## Definition of Academic Dishonesty

Academic dishonesty consists of any deliberate attempt to falsify, fabricate or otherwise tamper with data, information, records, or any other material that is relevant to the student's participation in any course, laboratory, or other academic exercise or function. Most, although not all, such attempts fall into one or more of the following three categories:

1. **Plagiarism:** Deliberately presenting work, words, ideas, theories, etc. derived in whole or in part from a source external to the student as though they are the student's own efforts. Examples of plagiarism include, but are not limited to the following:
  - a. Failing to use proper citations as acknowledgment of the true source of information included in a paper, written or oral examination, or any other academic exercise.
  - b. Presenting any work completed in whole or in part by any individual or group other than the student, as though the work is the student's own, in any academic exercise.
  - c. Buying, selling, bartering, or in any other fashion obtaining or distributing material to be used fraudulently as part of any academic exercise.
  
2. **Cheating:** Disseminating or receiving answers, data, or other information by any means other than those expressly permitted by the instructor as part of any academic exercise. Examples of cheating include, but are not limited to the following:
  - a. Copying answers, data, or other information (or allowing others to do so) during an examination, quiz, laboratory experiment, or any other academic exercise in which the student is not expressly permitted to work jointly with others.
  - b. Assuming another individual's identity or allowing another person to do so on one's own behalf for the purpose of fulfilling any academic requirement or in any way enhancing the student's grade or academic standing.
  - c. Using any device, implement, or other form of study aid during an examination, quiz, laboratory experiment, or any other academic exercise without the faculty member's permission.
  
3. **Other Academic Misconduct:** Falsifying or fabricating data, records, or any information relevant to the student's participation in any course or academic exercise, or tampering with such information as collected or distributed by the faculty member. Examples of academic dishonesty include, but are not limited to the following:
  - a. Falsifying, or attempting to falsify, attendance records, graded exercises of any kind, or any information or document intended to excuse the student from participation in any academic exercise.
  - b. Inventing, fabricating, or falsifying data as part of the completion of any academic exercise.
  - c. Knowingly furnishing false information (or facilitating the furnishing of false information) to a faculty member.

The foregoing list of offenses is not intended to be fully exhaustive of all potential instances of academic dishonesty. Faculty and administrators may identify cases of academic dishonesty not herein contemplated.