Form V.F.1:
Academic Misconduct Report

Any individual may use this form to report student academic misconduct. This form should be submitted to the appropriate Chief Academic Officer (CAO).

Lone Star College strives to uphold the academic core values of learning. Students are subject to academic discipline for academic misconduct and Academic Code of Conduct violations. Please describe, in as much detail as possible, how the student's actions violated the Academic Code of Conduct, circumstances, and existing evidence of the misconduct, including names, dates, times, and places. Instructors submitting this report should also include how the grade was affected and any academic actions taken. List the name of any person (and contact information, if available) who may have additional facts regarding the misconduct. Attach additional sheets as necessary.

I understand that any statement I make on this Form V.F.1 which is false, misleading, or not made in good faith may be grounds for discipline.

____________________________________  ______________________________________  __________________
Printed Name             Signature              Date

For CAO Use Only
Date Received: ____________________________
Receiving CAO:

Printed Name             Signature

V.F. Student Discipline for Academic Misconduct Forms
Form V.F.2.: Notice of Academic Integrity Review Committee (AIRC) Hearing

Chief Academic Officers should use this form to provide notice of the AIRC Hearing to his or her college president, the Respondent, the AIRC’s college president, and the Office of the General Counsel. This notice should provide at least seven working days’ notice before the hearing date and should be accompanied by Section V.F. policy and procedures.

Respondent Information

Name: ___________________________________________  LSC ID No.: __________________________
Email: ___________________________________________  LSC college: __________________________
Academic misconduct: ______________________________________________________________________________
_________________________________________________________________________________________________________
_________________________________________________________________________________________________________

CAO Decision

I find that the Respondent engaged in academic misconduct and the appropriate sanction is ___ suspension or ___ expulsion. This decision represents my best judgment following a sufficient investigation into the reported academic misconduct.

____________________________________  ______________________________________  __________________
CAO Printed Name        CAO Signature              Date

A hearing before the Academic Integrity Review Committee to review this decision will be held at ______________ [time] on ____________________________ [date] at the following location: _________________________________.
If you have a conflict with this hearing, please inform me within five working days so that we may reschedule the hearing.

Investigation Narrative

Summarize the investigation into the reported academic misconduct. Attach additional sheets as necessary. Attach copies of related Forms V.F.1. and other related written reports.

_________________________________________________________________________________________________________
_________________________________________________________________________________________________________
_________________________________________________________________________________________________________
_________________________________________________________________________________________________________
_________________________________________________________________________________________________________
Form V.F.3.: Academic Integrity
Review Committee (AIRC) Decision

The AIRC should use this form to record their decision according to Section V.F. of the Policy Manual and the procedures adopted thereunder. This decision must be signed by at least three members of the AIRC who attended the hearing. The Chief Academic Officer’s decision that preceded the hearing and the notice should be attached to this form. This form along with its attachments must be sent to the Chancellor and the Office of the General Counsel within five working days after the hearing ends.

Decision

Based on the evidence presented at the hearing and using a more-likely-than-not standard, we find that ___________________________ (Respondent) _____ did or _____ did not engage in the following academic misconduct: __________________________________________________________
________________________________________________________________________________________________________
________________________________________________________________________________________________________
________________________________________________________________________________________________________

Recommended Sanction (if applicable)

We recommend that Respondent receive the following sanction for academic misconduct:
_____ Expulsion; _____ Suspension for up to _____ weeks from ________________ college(s) or ______ all colleges, including centers, workforce, and online courses; or
_____ Other sanction: ______________________________________________________________________________________
________________________________________________________________________________________________________

This decision represents our best judgment regarding the subject matter of the hearing.

_________________________  ________________________  ______________
Printed Name             Signature              Date

_________________________  ________________________  ______________
Printed Name             Signature              Date

_________________________  ________________________  ______________
Printed Name             Signature              Date

_________________________  ________________________  ______________
Printed Name             Signature              Date
Form V.F.4.: Discipline Agreement

At any time, the College and Respondent may agree to impose certain sanctions if the Respondent admits having engaged in academic misconduct.

Respondent’s Admission

I unconditionally admit to having engaged in the following academic misconduct:

_________________________________________________________________________________________________________
_________________________________________________________________________________________________________
_________________________________________________________________________________________________________
_________________________________________________________________________________________________________
_________________________________________________________________________________________________________
_________________________________________________________________________________________________________

_______________________________ ____________________ _________________________________  __________________
Printed Name                    LSC ID No.                         Signature                                 Date

Chief Academic Officer’s Judgment

I impose the following sanction on the student for the admitted academic misconduct:

_________________________________________________________________________________________________________
_________________________________________________________________________________________________________
_________________________________________________________________________________________________________

The imposed sanction represents my best judgment of what is an appropriate sanction, considering all applicable facts and circumstances.

____________________________________________  ______________________________________  __________________
Printed Name                                             Signature                  Date