

**Pierpont Community and Technical College
Notification of Academic Misconduct (NAM) Form**

STUDENT INFORMATION

Name: _____ Email Address: _____

ID Number: (F #) _____

Phone Number: _____ Local Address: _____

Permanent Address: _____

LEVEL 1: MEDIATION WITH INSTRUCTOR

Name: _____

Campus Address: _____

Department: _____

Phone: _____ Email: _____

Date Alleged Misconduct Detected: _____

Describe Alleged Violation (providing relevant details about the infraction)

Proposed Sanction: ___ Assignment F (Instructor files appropriate grade at end of semester)
 ___ Course F (Instructor files grade of 'F' at end of semester)
 ___ Other acceptable sanction (describe sanction below)

RESULT

- () Student Accepts Responsibility and Instructor's Sanction [send form to Provost for file]
- () Student Does not Accept Instructor's Sanction [move to Mediation with Dean]

Student Signature and Date _____

Instructor Signature and Date _____

Dean Signature and Date _____

Provost Signature and Date _____

LEVEL 2: MEDIATION WITH DEAN

Dean Signature and Date_____

Decision after Mediation

RESULT

- () Student and Instructor reach consensus [Send Form to Provost for File]
- () Student and Instructor do NOT reach consensus [Charges brought to Provost]

LEVEL 3: OFFICE OF Provost

PROVOST SIGNS OFF AS BEING NOTIFIED_____ Date_____

Instructions for Completing the Academic Dishonesty Form

- 1) Confront student privately, in person or by phone, about alleged violation and confer with student, normally within five academic days of detection.
- 2) Complete form, attach pertinent materials, and cite charge of academic dishonesty.
- 3) Have student indicate whether he or she accepts responsibility as charged. If not, case proceeds to Dean of Program.
- 4) Dean will meet separately with instructor, separately with student, and jointly with student and instructor to gain consensus. If consensus between student and instructor is not possible, case moves to Provost.
- 5) Make copies of the form and attach pertinent materials for the student and for your records.