

## LaGuardia Community College Academic Integrity Complaint Form

This form is used for cases involving **bribery, cheating, academic fraud, misconduct on internships, plagiarism and other forms of academic dishonesty**, which fall under the Disciplinary Process of the Policy on Academic Integrity. Please see brochure on Policy on Academic Integrity for a full explanation.

STUDENT'S NAME: (Please Print)	
EMPL ID:	COURSE & SECTION:
DESCRIPTION OF INCIDENT: (Please Include date of incident and attach documentation if available.)	
ACADEMIC SANCTION (if applicable):	
INSTRUCTOR'S NAME (Please Print):	
INSTRUCTOR'S SIGNATURE	DATE:

**FACULTY TO FILL IN THIS PORTION (CHECK ALL THAT APPLY):**

- Student was contacted for conference, sent the complaint form and failed to respond within 7 days.
- Student was contacted for conference, sent the complaint form and declined conference.
- Student was contacted for conference, sent the complaint form, but failed to attend scheduled conference.
- Student was contacted for conference, sent the complaint form, attended scheduled conference.
- Student was contacted for conference, sent the complaint form, does not challenge the accusation and accepts the academic sanction: complaint resolved.
- Student was contacted for conference, sent the complaint form, student further challenges the accusation and wishes to meet with the Department Chairperson for further review.

\_\_\_\_\_  
Faculty Signature

\_\_\_\_\_  
Date

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**STUDENT TO FILL IN THIS PORTION:**

\_\_\_\_\_ I acknowledge receipt of this form and choose to not sign the form.\* Initials: \_\_\_\_\_

\_\_\_\_\_ I acknowledge receipt of this form, do not challenge the accusation and do not challenge the academic sanction. (4.1.1)

\_\_\_\_\_ I acknowledge receipt of this form, do not challenge the accusation but challenge the academic sanction. (4.2.2)

\_\_\_\_\_ I acknowledge receipt of this form, challenge the accusation, challenge the academic sanction, and wish to meet with the Department Chair for further review. (4.2.3)

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\*By checking and initialing this box and leaving the signature line blank. Date must be included.

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**CHAIR TO FILL IN THIS PORTION (CHECK ALL THAT APPLY):**

\_\_\_\_\_ Student was contacted for conference and failed to respond within 7 days.

\_\_\_\_\_ Student was contacted for conference and declined conference.

\_\_\_\_\_ Student was contacted for conference but failed to attend scheduled conference.

\_\_\_\_\_ Student was contacted for conference and attended scheduled conference.

\_\_\_\_\_ Student was contacted for conference, student does not challenge the accusation and accepts the academic sanction: complaint resolved.

\_\_\_\_\_ Student was contacted for conference, student further challenges the accusation and wishes to meet with the Chief Academic Integrity Officer for further review.

\_\_\_\_\_ Student was not contacted for conference as matter was resolved with the faculty: complaint resolved.

\_\_\_\_\_  
Chair Signature

\_\_\_\_\_  
Date

Please note the following:

- **Every student has the right to due process.**
- **Any form without a student's signature and/or a chair's signature is incomplete and will not be processed.**
- **If a student failed to respond to correspondence about, or appear for a meeting regarding the academic integrity matter, please attach evidence of communication sent to the student (in addition to supporting documentation regarding the allegation).**
- **For questions regarding completion of this form, please contact the college's Chief Academic Integrity Officer, Dr. Tameka Battle at [AcademicIntegrity@Lagcc.cuny.edu](mailto:AcademicIntegrity@Lagcc.cuny.edu)**