

De Anza Community College

Referral Form for Academic Violations

Please complete this electronic form as fully as possible. To provide additional information, please click into the grey fields on the next page. The fields will grow to become as large as needed. The information you share may be made available to the student and should reflect only what you have observed or of which you have first hand knowledge. In order to ensure that the College's standards for academic integrity are enforced consistently, it is important that you report all incidents of academic dishonesty to the Office of Student Development no matter how small or minor they may appear.

Student's Name:

ID:

Dates(s) of Incident(s):

Date of Report:

Reported by:

Department:

Contact Phone:

Check all that apply:

- ☐ Academic dishonesty such as cheating plagiarism (including plagiarism included in student publications or writings), or knowingly furnishing false information to the Colleges, or District;
- ☐ Unauthorized preparation, giving, selling, transfer, distribution or publication, for any commercial purpose, of any contemporaneous recording of an academic presentation in a classroom or equivalent site of instruction, including but not limited to handwritten or typewritten class notes, except as permitted by any district policy or administrative procedure;
- ☐ Dishonesty, forgery, alteration, or misuse of College or District documents, records or identification;
- ☐ Obstruction or disruption of teaching, research, administration, disciplinary procedures, or other College or District activities, including its public services function, or of other authorized activities;
- ☐ Theft or abuse of computer time, including but not limited to:
(Please circle all that apply.)
 - a. Unauthorized entry into a file, to use, read or change the contents or for any other purpose;
 - b. Unauthorized transfer of a file;
 - c. Unauthorized use of another persons identification and password
 - d. Use of computing facilities to interfere with the work of another student, faculty member or college official;
 - e. Use of computing facilities to send obscene or abusive messages, or to defame or intentionally harm other persons;
 - f. Use of computing facilities to interfere with normal operation of the college computing system;
 - g. Use of computing facilities for student's personal benefit;

- ☐ Engaging in expression which is obscene, libelous or slanderous, or which so incites students as to create a clear and present danger of the commission of unlawful acts on College or District premises, or the violation of lawful College or District regulations, or the substantial disruption of the orderly operation of the College or District.
- ☐ Persistent, serious misconduct where other means of correction have failed to bring about proper conduct.
- ☐ Other violations of Student Code of Conduct: _____

Please provide a brief summary of the incident(s) (with dates and times) as they occurred here:

For Office Use only:

- ☐ **No Action Needed. For documentation only.**
- ☐ **INFORMAL CONSULTATION REFERRAL**
The reporter may request a consultation with Dean of Student Development or Designee. The student may or may not be notified of the report but may not necessarily be required to meet with a school official. Informal referrals are for relatively minor violations or concerns and may be retained to determine if a pattern of behavior is observed that may lead to formal action. An informal referral will not necessarily result in any specific action.
- ☐ **FORMAL DISCIPLINARY or CONCERN REFERRAL**

Please submit electronically or in hard copy to:

John Cognetta
College Disciplinary Officer
Student Development & EOPS
Hinson Campus Center Office #165

OR

Michele LeBleu-Burns
Dean
Student Development & EOPS
Hinson Campus Center Office #165

ACTION TAKEN: