

DRAFT
ATTORNEY CLIENT PRIVILEGE APPLIES

**INCIDENT REPORT FORM RE: ACADEMIC STANDARDS POLICY VIOLATION
MEETING, DETERMINATION, and APPEAL RIGHTS**

Date of Meeting	February 1, 2020
Student Name and ID#	Jean Doe, Student ID#
Meeting With	Alex Doe, Instructor
Nature of Conduct	Asking to review another student's test answers
Proposed Sanction	Written Reprimand

Introduction: [include name of student, program and course at issue, and allegation]

On _____, 2020, a meeting was held between to undersigned and _____, a student enrolled in the following program and course: _____. The meeting was held pursuant to a Notice to Student dated _____, 2020, pursuant to a report that on January __, 2020, Student asked another student, _____, to review their answers to a take home test in _____ [insert course] that was assigned to Student on _____ 2020, and that was due on _____, 2020.

Findings:

Conclusions:

Sanction:

Report prepared on _____, 2020 by _____. [print name and sign].

Student Acknowledges Receipt of this Incident Report Form on _____, 2020, _____ [print name and sign] and **[check one]**.

DRAFT
ATTORNEY CLIENT PRIVILEGE APPLIES

I do not dispute the sanction.

I wish to appeal the findings, conclusions, and/or sanction.

If you wish to appeal the findings, conclusions and/or sanctions, you must file a written appeal to: _____ [insert name and contact information to person receiving the appeal]. In your written appeal, you should state the reasons for your appeal, which may include xxxxx.

If you fail to appeal within the timeframe set forth above, the sanction will take effect immediately.

2nd Step Meeting

INCIDENT REPORT FORM RE: ACADEMIC STANDARDS POLICY VIOLATION MEETING, DETERMINATION, and APPEAL RIGHTS

Date of Meeting	February 1, 2020
Student Name and ID#	Jean Doe, Student ID#
Meeting With	Alex Doe, Instructor
Nature of Conduct	Asking to review another student's test answers
Proposed Sanction	Written Reprimand

3^d Step Meeting

INCIDENT REPORT FORM RE: ACADEMIC STANDARDS POLICY VIOLATION MEETING, DETERMINATION, and APPEAL RIGHTS

Date of Meeting	February 1, 2020
Student Name and ID#	Jean Doe, Student ID#
Meeting With	Alex Doe, Instructor
Nature of Conduct	Asking to review another student's test answers
Proposed Sanction	Written Reprimand