

BOSSIER PARISH COMMUNITY COLLEGE
ACADEMIC MISCONDUCT STUDENT NOTIFICATION FORM

Part I. Instructor Directions: The following is to be completed by the instructor, saved, and electronically sent to the Academic Dean.

Student Name: _____ Student ID: _____

Course Name/Number: _____ Instructor Name: _____

You are hereby notified that discipline charges may be filed against you regarding violation of the Academic Misconduct policy as outlined in the *Student Handbook* under Student Services General Policies and Procedures, Section II.

The specific charges are as follows: _____

Supporting information: (Describe in detail the violation(s). Give date, time, and location. Attach a separate sheet if necessary) _____

The student has been notified verbally or by e-mail of the alleged charges and the intent of the instructor to file this form. Method of notification and date: _____

Part II. Dean Instructions: The following is to be completed by the Academic Dean and electronically sent to the student.

You are directed to meet with _____, your academic instructor, and _____, the Academic Dean for the academic discipline, at _____, on _____ in _____ for a preliminary investigation.

NOTICE: FAILURE OF THE STUDENT TO ATTEND THIS MEETING WILL BE INTERPRETED AS AN ADMISSION OF GUILT.

For more information contact _____ at _____ .

Student Signature

Date