

Notice to Student: Violation Report - 1st Offense

DATE: DATE
TO: STUDENT NAME
FROM: Brian Stockman, Ph.D.
Chairperson, Committee for Academic Honesty

Professor REPORTING PROFESSOR has found you responsible for having violated Adelphi's Code of Academic Honesty and reported this incident to the Office of the Provost. The violation report form completed by the professor along with the supporting evidence pertaining to this violation will be maintained by the University in accordance with applicable laws and regulations.

As a result of this first violation you are being sanctioned to attend a plagiarism workshop at the Writing Center within 30 days of the date of this letter. It is your responsibility to contact the Writing Center (516-877-3200) to schedule a time for completing the workshop. A hold has been placed on your registration pending completion of the workshop.

If you disagree with the professor's determination, you may appeal to the faculty member's immediate supervisor (for example, course coordinator or department chairperson) to seek a reversal or modification of the professor's determination and/or to provide additional information to the record of this incident. Requests for appeal must be submitted in writing to the faculty member's immediate supervisor within three business days of receipt of this notice. Failure to request an appeal within the allotted time will render the original decision final.

If you are reported for a second case of academic dishonesty while you are an undergraduate student at Adelphi, you will be referred to the Office of Student Conduct and Community Standards for adjudication as prescribed by the *Code of Conduct*. All previous cases of academic dishonesty will be considered in determining an appropriate sanction(s) if the student is found responsible. Sanctions for additional violations may include academic probation, suspension for one or more semesters, or expulsion from the University. The *Code of Conduct* can be found at operations.adelphi.edu/policies/code-of-conduct. It is your responsibility to familiarize yourself and abide by all rules and procedures related to academic honesty at Adelphi. You should thoroughly review all materials related to academic honesty on Adelphi's website. They can be found at operations.adelphi.edu/policies/academic-honesty.

If you are experiencing difficulty in your academic studies, we recommend that you discuss your concerns with your academic advisor or the Office of Academic Services and Retention (516-877-3150). Academic support services are available at the Writing Center (516-877-3200), the Learning Center (516-877-3200), and the Student Access Office (516-877-3806). Additionally, the Center for Psychological Services (516-877-4820) and the Student Counseling Center (516-877-3646) are excellent resources for students who may feel overwhelmed or are having difficulty with stress-related issues.

If you have any remaining questions pertaining to Academic Honesty at Adelphi University, please feel free to contact me (bstockman@adelphi.edu, 516-877-4139).

copy: Les Baltimore, Ph.D., Associate Provost for Academic Affairs
REPORTING PROFESSOR, DEPARTMENT