Dear __________________________  Date: __________________

This communication serves as notice that I have reason to believe you violated the academic misconduct provisions of the Louisiana Delta Community College Code of Student Conduct. Ensuring academic integrity is vital to our mission as a college.

I need to know within 10 days whether you accept responsibility for the alleged misconduct, dispute the possible sanction, and/or request a review meeting to discuss this allegation. As noted in the procedure timeline in the Table below, I will decide on an appropriate sanction within 10 days of the response deadline, whether or not you respond.

If you need guidance in responding to this notice, the Code of Student Code is online at https://www.ladelta.edu.

You may remain in the course without prejudice pending a final determination.

**ACADEMIC MISCONDUCT PROCEDURES TIMELINE**

<table>
<thead>
<tr>
<th>Procedural Stage</th>
<th>Final Resolution</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Allegation</strong></td>
<td></td>
</tr>
<tr>
<td>1. Within 10 days of finding misconduct, instructor informs student of allegation, possible action and opportunity to respond</td>
<td>Student admits responsibility and accepts proposed action. (Form A)</td>
</tr>
<tr>
<td>2. Within 10 days of notice (step 1) student responds and instructor conducts review meeting if needed</td>
<td>No student response. Instructor imposes sanction and notifies student using (Form B).</td>
</tr>
<tr>
<td><strong>Sanction Notice</strong></td>
<td></td>
</tr>
<tr>
<td>1. Within 10 days of student response or meeting, instructor gives written notice of sanction(s) and College Hearing options</td>
<td>No action by instructor within 10 days of step 1 in allegation; Allegation dismissed.</td>
</tr>
<tr>
<td>2. Within 10 days, student responds choosing College Hearing option using form B.</td>
<td>Student chooses resolution option. If student fails to respond: sanction final with report to Academic Dean/Campus Director or Division Chair.</td>
</tr>
<tr>
<td><strong>College Academic Appeals Committee</strong></td>
<td></td>
</tr>
<tr>
<td>1. Academic Dean/Campus Director or Division Chair schedules hearing within 10 working days.</td>
<td></td>
</tr>
<tr>
<td>2. The Academic Appeals Committee gives decision to student, Academic Dean, Campus Director or Division Chair.</td>
<td>If student does not agree can appeal to Vice Chancellor of Academic Affairs within 10 working days.</td>
</tr>
<tr>
<td>3. Within 10 days decision is made by Vice Chancellor of Academic Affairs</td>
<td>Decision rendered by Vice-Chancellor of Academic Affairs is final.</td>
</tr>
</tbody>
</table>
ALLEGATION OF ACADEMIC MISCONDUCT – INITIAL NOTICE

Instructor: Complete this form if student admits responsibility or challenges the violations/sanctions.

Student ___________________________ Instructor: ___________________________

Course: ___________________________ Term _______________ Date: _______________

Alleged Violation:
___ Complicity(Aiding/Abetting) ___ Cheating ___ Fabrication ___ Plagiarism
___ Misrepresentation ___ Violation of class rules ___ Software Fraud ___ Multiple submissions of work

Description of the Violation: ________________________________________________

________________________________________________________________________

Instructor’s Proposed Action:
1. ___ To be determined following the student’s response, or
2. Check all that apply
   a. ___ 1.03:01 Loss of partial credit for assignment
   b. ___ 1.03:02 Reduced grade for the course
   c. ___ 1.03:03 Grade of “F” for the course
   d. ___ 1.03:04 Zero assigned to tests or assignments
   e. ___ 1.03:05 Academic Probation
   f. ___ 1.03:06 Counseling
   g. ___ 1.03:07 Academic Suspension

Instructor’s Signature (or email address) _________________________________

Student Response (form A): I (initial one)
___ accept responsibility for misconduct and the proposed sanction
___ will respond to the instructor in order to challenge the finding of misconduct and/or to discuss the appropriate sanction

By signing below, I affirm that I understand my rights and have made my decision knowingly and voluntarily.

_________________________________________  _______________  ____________
Student’s Signature  Student ID  Date

___________________________________________  ___________________________
Print E-Mail Address  Phone

Return this form to the instructor within 10 days by (date) ______________
Form B. **ACADEMIC MISCONDUCT REPORT: SANCTION AND HEARING NOTICE**
Instructor: Complete this form if student appeals the violation and sanctions and requests a hearing. More information can be found in the Code of Student Conduct, Section 1.05, Due Process for Academic Misconduct.

**SECTION I**

Student _____________________________ Instructor: _____________________________  
Course: ________________________    Term _______________  Date: ________________

1. **Alleged Violation:**
   - ___ Complicity (Aiding/Abetting)  
   - ___ Cheating  
   - ___ Fabrication  
   - ___ Plagiarism  
   - ___ Misrepresentation  
   - ___ Violation of class rules  
   - ___ Software Fraud  
   - ___ Multiple submissions of work  
   - ___ Other

2. **Instructor’s Action:** (Check all that apply)  
   Check all that apply  
   a. ___ 1.03:01 Loss of partial credit for assignment  
   b. ___ 1.03:02 Reduced grade for the course  
   c. ___ 1.03:03 Grade of “F” for the course  
   d. ___ 1.03:04 Zero assigned to tests or assignments  
   e. ___ 1.03:05 Academic Probation  
   f. ___ 1.03:06 Counseling  
   g. ___ 1.03:07 Academic Suspension  

Instructor’s Signature (and email address) ____________________________________________

**SECTION II Student Response**

___ accept responsibility but dispute the sanction and request a College Hearing Panel review.  
___ deny responsibility and request a College Academic Appeals Committee resolution

By signing below, I affirm that I understand my rights and have made my decision knowingly and voluntarily.

________________________________________  _______________     ____________  
Student Signature                      Student ID                 Date

___________________________________________  __________________________  
Print E-Mail Address                      Phone

**Return this form to the instructor** within 10 days by (date) ________________________

**SECTION III Schedule of Hearing**

Academic Dean/Campus Director/Division Chair schedules the hearing within 10 working days after receiving this notice back from the student. The student will be notified of the place, date, and time of the hearing. Failure of the student to attend this meeting will be interpreted that the student will take responsibility for the act of academic misconduct.

**Student Code of Conduct Procedures:** [http://ladelta.edu](http://ladelta.edu)

Failure on the assignment may be reported to the College Academic Dean/Campus Director/Division Chair at the discretion of the instructor and may not be disputed if the student admits responsibility.

Failure for the course must be reported to the College Academic Dean/Campus Director/Division Chair, and the student has the right to challenge that sanction at a College Academic Appeals Committee that makes a recommendation to the Academic Dean.

The student has 10 days to respond to Form B and may continue in class without prejudice until final resolution.

The instructor will then provide a copy to the Academic Dean/Campus Director or Division Chair.

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