



DEPARTMENT OF **<Please Fill In>**  
2800 West Gore Boulevard  
Lawton, Oklahoma 73505-6377  
(580) 581-**\_\_\_\_\_**

**TO:** Jennifer Pruchnicki, Director of Student Development

**FROM:** **<Faculty Member's Name>**

**DATE:** **<MM/DD/YY>**

**RE:** Academic Dishonesty Penalty  
**<Class name> (PREFIX & #)**

I have identified serious concerns with work performed by **<Student's name and ID#>** in one of my classes, **<Class Name> (PREFIX & #)**. The concerns involve academic dishonesty, and require evaluation by your office. Pursuant to Section 6.09 of the Code of Student Conduct, I am referring this matter to you for consideration.

Attached are copies of the materials which have resulted in my concern. I will be happy to meet with you to discuss this matter in greater detail. My contact information is provided above.

***\* TO BE DELETED. This form is to be used if the allegation of academic dishonesty referred directly to the Director of Student Development. The instructor is still an active participant in the academic dishonesty process and will assist with the penalty if applicable. If a student is also a student athlete, a copy of this form will be provided to the Faculty Athletic Representative.***