

Honor Code Violation Report Form - Revised 8/2006

Student: _____ ID: _____

Course #: _____ Title: _____ Year/Semester: _____

Instructor: _____ Date of Incident: _____

Violation(s) to be considered (check all that apply):

- cheating plagiarism stealing
- lying forgery failure to report a violation

Description of Incident (Please attach appropriate documentation of the violation): _____

The student checks one of the following after meeting with the instructor to discuss the alleged violation:

I. I accept responsibility for the honor code violation described above, and I accept the following sanction(s) imposed by the instructor:

In addition to the academic sanction imposed by the instructor the student will be required to attend a sanction hearing. At a sanction hearing the Honor Council engages the student in a discussion of the violation and decides whether additional sanctions of an educational nature are indicated.

II. I do not accept responsibility for the violation and request a hearing with the Honor Council to review this case. *(A member of the Council will contact the student.)*

Signatures: Student: _____ Date: _____

 Instructor: _____ Date: _____

Course instructors are asked to inform their department chair when filing a report.

Please check here to signify that you have informed your chair: _____

Send completed form to Dr. Ilona McGuinness, Dean of First Year Students & Academic Services, MH 145. All parties to the incident may contact Honor Council Moderator, Mr. Richard Satterlee (x-5171), or Dr. Ilona McGuinness (x-5547), with any questions about the process. Instructors are required to submit this form for all violations of the academic Honor Code. Hearings are scheduled at the earliest possible date following receipt of this form. Students for whom a violation has been reported will be notified of the date, time, and location of the hearing. They are advised to review the process for Honor Council hearings in the Community Standards Handbook.