Honor Code Violation Report Form - Revised 11/2019

Student: _____ ID: _____ Class Year:_____

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

Instructor: _____ Date of Incident: _____

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

___cheating ___ plagiarism ___ stealing ___duplicate submission

___ lying ___ forgery ___ failure to report a violation

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

_____

_____

_____

_____

Academic sanction(s) to be imposed by the instructor:_____

_____

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

____ I accept responsibility for the honor code violation described above. 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 it will impose additional sanctions.

_____ I do not accept responsibility for the violation and request a full 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 the Dr.Elissa Derrickson, Dean of Undergraduate and Graduate Studies, MH 145. All parties to the incident may contact Honor Council Moderator, Mr. Mark Lee (x-2353) or the Dean's Office (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. ***Students are*** **not** ***allowed to drop a course in order to avoid an academic penalty if an Honor Code violation has been submitted.*** *Students and faculty are advised to review the process for Honor Council hearings in the Community Standards Handbook or at www.loyola.edu/honorcode.*