

## Academic Honesty Code Violation Form

Faculty, please fill out this form on-line, and then, print it out for signatures. Send the original completed form to the Dean of Students office. Provide copies to the student, the faculty member's Department Chair, and keep one copy for yourself. (Official records of the submitted forms are kept by the Dean of Students.)

1. **Student Name**
2. **Student ID**
3. **Faculty Name**
4. **Course/Section Number**
5. **Date Violation Occurred**
6. **Description of the Honesty Code Violation**

**7. Faculty Sanction (Which can be described in more detail in the box below)**

- a. Require the student to complete another assignment - described below
- b. Assign a grade of F or Zero on the assignment
- c. Assign a grade reduction on the assignment
- d. Assign a final grade penalty for the course
- e. Other - described below
- f. Recommend sanctions beyond the course - referral to Academic Honesty Panel

**8. Have you already met with the student to discuss this alleged violation?      YES      NO**

This decision may be appealed to the Academic Honesty Panel. To appeal the decision, the student must contact the Dean of Students by email, with a copy to the instructor and the Department Chair, within ten business days of receiving this completed Academic Honesty Code Violation Form.

If the decision is appealed, the Academic Honesty Panel Resolution procedures in the Academic Honesty Policy will be followed. If the decision is not appealed, the Dean of Students will advise students with no academic honesty violations on record that the case is closed, unless the faculty instructor requests sanctions beyond those available in a course. Students with academic honesty violations on record or facing additional disciplinary action(s) will be required to appear in front of the Academic Honesty Hearing Panel.

**Faculty Signature**

**Date**