

Report of Honor Code Violation

Louisiana Tech University

Instructions: Complete this form and hand deliver to Dr. Linda Griffin, 305 Keeny Hall. Please be sure to include any relevant documentation of the offense (i.e.: copy of tests, homework, papers, Turn-It-In.com, etc.).

I. Information

Student: _____ Course and Section Number: _____

Student CWID: _____ Student Cell Phone: _____

Instructor: _____ Dept.: _____ Phone: _____ E-mail: _____

Date of Report: _____ Date of Violation: _____

2. Type of Violation (Defined on page 19 of Louisiana Tech Catalog and on page 92 of the Student Handbook)

- Cheating
- Falsification
- Stealing/Unauthorized Access
- Other

3. Circumstances and Reasoning for Sanctions – Briefly summarize the facts of violation and resulting sanctions.

Attach separate page if necessary and appropriate documentation.

4. Sanctions (check all that apply)

- "F" for the course
- "F" for the assignment/exam
- Other Educational Sanction(s)
- Refer to Director of Judicial Affairs only
Sanctions recommended by instructor (list):
- Refer to Honor Council
(Required when student contests violation)

5. Signatures

- As the instructor of record, I certify that I had previously informed my class of the Academic Honor Code either verbally and/or on the class syllabus.
- As instructor of record, I certify that I have discussed this violation and subsequent actions with the accused student.

Instructor

Dept. Head

Dean

6. Student Statement

I, the undersigned, admit to the violation of the Louisiana Tech Honor Code as listed above. I agree to the above-listed sanctions and understand that a repeat offense may be referred to the Behavioral Standards Committee and could possibly result in suspension from the University.

Signature of Student

I, the undersigned, contest the charges of violation of the Louisiana Tech Honor Code and request to appear before the Louisiana Tech Honor Council. I understand that a grade appeal is a separate process which must be initiated through my academic dean's office.

Signature of Student

7. Academic Honor Council Actions:

HONOR COUNCIL APPEAL NOTIFICATION

Having read and been duly notified of the decision of the Honor Council, I understand that I may accept the decision as stated, or I may appeal the decision per Section 8 of the 2008-2009 edition of the *Academic Honor Code*. This appeal should be based on one of the following reasons: a) procedural error, b) new evidence, c) unsupported conclusion, d) disproportionate sanction. I have until the end of the day on _____ (3 business days after being informed of decision) to file a written appeal to the Administrative Review Board. My signature indicates that I have been informed of appeal procedures and have received a copy of the above decision.

Signature of Student _____

Date _____

APPEAL TO THE ADMINISTRATIVE REVIEW BOARD

Date _____

The following decision has been made by the Administrative Review Board concerning the report as stated on the front of this form and the attached petition of appeal:

Signature of Board Members

Having read and been duly notified of the decision of the Administrative Review Board, I understand that I may accept the decision as per Section 11.04 of the 2008-2009 edition of the "Code of Student Rights, Responsibilities, and Behavior." I have until the end of the day _____ (3 business days after being informed of the Review Board's Decision) to file a written appeal to the President of the University. This appeal should be based on one of the following reasons: a) procedural error, b) new evidence, c) unsupported conclusion, d) disproportionate sanction. My signature indicates that I have been informed of appeal procedures and have received a copy of the above decision.

Signature of Student _____

Date _____

.....
PRESIDENT'S ACTION ON RECOMMENDATION

_____ Approved

_____ Amend & Approve

_____ Further Study

Signature of President

Date