

**Report of Honor Code Violation**  
Louisiana Tech University

Instructions: Complete this form and hand deliver to Adam Collins in 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.).

**1. Information**

Student: \_\_\_\_\_ Course and Section Number: \_\_\_\_\_

Student CWID: \_\_\_\_\_ Student Cell Phone: \_\_\_\_\_

Instructor: \_\_\_\_\_ Dept: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Date of Report: \_\_\_\_\_ Date of Violation: \_\_\_\_\_

**2. Type of Violation** (Defined in the Louisiana Tech Catalog and the Student Handbook)

- Cheating
- Falsification
- Stealing/Unauthorized Access
- Other – (specify) \_\_\_\_\_

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

*Attach separate page and appropriate documentation if necessary.*

**4. Sanctions** (check all that apply)

- "F" for the course
- "F" for the assignment/exam
- Other Educational Sanction(s) – Specify on line below:  
\_\_\_\_\_
- Refer to Director of Student Conduct **only**  
Sanctions recommended by instructor – List here: \_\_\_\_\_  
\_\_\_\_\_
- 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 the 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** (Please sign only one agreement, not both)

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.

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Signature of Student

I, the undersigned, contest the charge(s) 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.

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Signature of Student

**7. Academic Honor Council Actions:**

**HONOR COUNCIL APPEAL NOTIFICATON**

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 as outlined in the Academic Honor Code in the current Student Handbook. 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 \_\_\_\_\_ (3 business days after being informed of the 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 ADMINSTRATIVE 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, or I may appeal the decision as per the relevant section of the "Code of Student Rights, Responsibilities, and Behavior" in the current Student Handbook. I have until the end of the day on \_\_\_\_\_ (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 the following reasons: a) procedural error, b) new evidence, c) unsupported conclusion, d) disproportionate sanction.

Signature of Student \_\_\_\_\_

Date \_\_\_\_\_

**PRESIDENT'S ACTION ON RECOMMENDATION**

\_\_\_\_ Approved

\_\_\_\_ Amend & Approve

\_\_\_\_ Further Study

\_\_\_\_\_  
Signature of the President

\_\_\_\_\_  
Date