

Report of Honor Code Violation (Revised 02/25/2019)

Louisiana Tech University

Instructions: Complete the form, and hand deliver to Adam Collins in the Student Conduct Office in Keeny 305 after all required signatures are affixed, following the proper order: 1) Professor, 2) Dept. Head, 3) Dean, 4) Registrar, *when applicable*, then 5) Student. Be sure to attach/include relevant documentation of the offense and support materials (i.e., copy of test, homework, papers, Turnitin.com doc, syllabus, etc.). This form cannot be processed without all required signatures.

1. Information

Student: _____ Course and Section Number: _____

Student CWID: _____ Student Cell Phone: _____

Professor: _____ Dept: _____ Phone: _____ Email: _____

Date of Violation: _____ Date of Report: _____

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 surrounding the violation.*

Attach a separate narrative page and appropriate documentation if necessary.

4. Sanctions (Check all that apply)

- “F” for the course (**Registrar’s signature is required for sanction of “F” for the course**)
- “F” for the assignment/exam
- Other educational sanction(s) – Specify on the line below:

- Refer to Honor Council (Required when student contests violation)

5. Signatures (Order of signatures **MUST** be 1) Professor, 2) Dept. Head, 3) Dean, 4) Registrar, then 5) Student)

- As the professor of record, I certify that I previously informed my class of the Academic Honor Code either verbally and/or on the class syllabus.
- As the professor of record, I certify that I have discussed this violation and subsequent actions with the accused student, or I have requested a meeting with the student to discuss, but the student has failed to comply.

Professor (*required*)

Department Head (*required*)

Dean (*required*)

Registrar (*required for sanction of “F” for course*)

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 accept to the above listed sanction(s) 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 the 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 the academic dean’s office.

Signature of the student