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 _____________________

Basic structure of this form used with permission of University of North Carolina-Chapel Hill