

## **Report of Honor Code Violation Form Submission Narrative Guidelines**

Once you have completed the Report of Honor Code Violation and “signed” (typed your full name on the signature line) the form, you must email the completed form along with all associated supporting documents to your academic director’s Louisiana Tech email address from your Louisiana Tech email address. **Please ensure that the Report of Honor Code Violation along with all necessary supporting documents (i.e., narrative of events, copy of the report or test, syllabus, email correspondence between you and the student, etc.) are attached to the email before you send.** The academic director will then review and “sign” the report by typing his/her full name on the appropriate line. The academic director, using his/her Louisiana Tech email address, will then forward the completed report and supporting documents to the appropriate dean/associate dean who will then review and “sign” the report by typing his/her full name on the signature line. The dean/associate dean, using his/her Louisiana Tech email address, will then forward the completed report and supporting documents to the Registrar, Joshua Chovanec at [joshuac@latech.edu](mailto:joshuac@latech.edu), only when a letter grade of “F” for the course is assigned by the professor. The dean/associate dean will copy in Adam Collins, director of Student Conduct, at [acollins@latech.edu](mailto:acollins@latech.edu) on the aforementioned correspondence to the Registrar. The registrar will then review and “sign” the document and forward to Adam Collins at [acollins@latech.edu](mailto:acollins@latech.edu). For any reports where the professor did not assign a letter grade of “F” for the course, the dean/associate dean will forward the report and associated supporting documents directly to only Adam Collins at [acollins@latech.edu](mailto:acollins@latech.edu).

**Important Note:** It is strongly encouraged that although the program chair within your department may not be a formal part of the Report of Honor Code Violation process he/she should nevertheless somehow be included in the information loop.

The requirements of Louisiana Tech University email addresses and the connected email threads are intended to validate the typed signatures of the professor, academic director, dean and registrar. Submitted email correspondence from the student, using his/her Tech email address, will be accepted as the student’s signature in the case where the student admits to the violation or contests the charge.

### **Current Honor Code Violation Form Submission Flow**

- The professor completes the Report of Honor Code Violation and adds attachments, types signature, uses Tech email to send to the academic director.
- The academic director receives the Report of Honor Code Violation with attachments, reviews the report, types signature, uses tech email to forward to the dean/associate dean.
- The dean/associate dean receives the Report of Honor Code Violation with attachments, reviews the report, types signature, uses Tech email to forward to the registrar and Adam Collins if grade of “F” for the course is assigned. The registrar reviews the report, enters grade, types signature and forwards to Adam Collins.

**Or**

- The dean/associate dean receives the Report of Honor Code Violation with attachments, reviews the report, types signature, uses Tech email to forward to Adam Collins if grade of “F” for the course is **not** assigned.

**Report of Honor Code Violation (Revised 10/02/2020)**

Louisiana Tech University

Instructions: Complete the form, and email to Adam Collins at [acollins@latech.edu](mailto:acollins@latech.edu) with required signatures affixed, following the proper order: 1) professor, 2) academic director, 3) dean/assoc. dean, and 4) registrar, *when applicable*. Be sure to attach/include relevant documentation of the offense and support materials (i.e., narrative of events, copy of test, email correspondence, papers, Turnitin.com doc, syllabus, etc.). As part of due process, you must communicate with the student as soon as possible regarding the violation. This can be done prior to the academic director or dean/assoc. dean signing the form. Correspondence from the student’s Tech email address can substitute for his/her signature.

**1. Information**

Student: \_\_\_\_\_ Student’s CWID: \_\_\_\_\_ Course & Sect. Number: \_\_\_\_\_

Professor: \_\_\_\_\_ Dept: \_\_\_\_\_ Phone: \_\_\_\_\_

Professor’s Email: \_\_\_\_\_ Date of Violation: \_\_\_\_\_ Date of Report: \_\_\_\_\_

**2. Type of Violation** (The definitions for 3.1 – 3.4 from the Honor Code in the Student Handbook are listed after this form.)

- 3.1 Cheating
- 3.2 Falsification
- 3.3 Stealing/Unauthorized Access
- 3.4 Handling or Using Unauthorized Devices and/or Violating Behavioral Testing Instructions

**3. Circumstances and Reasoning for Sanctions** – *Briefly summarize the facts in a sentence or two surrounding the violation.*

*Attach a separate narrative page if the above space is insufficient, along with 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 here: \_\_\_\_\_
- Refer to Honor Council (This is automatically required when student contests violation)

**5. Signatures** (Order of signatures **MUST** be 1) professor, 2) academic director, 3) dean/assoc. dean, 4) registrar

- 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*)

\_\_\_\_\_  
Academic Director (*required*)

\_\_\_\_\_  
Dean/Associate 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

## Academic Honor Code (Taken from the Student Handbook)

### Section Three: Honor Code Violations (Definitions)

Acts that will be considered violations of the honor code are grouped in the categories that follow. It will be considered a violation of the Louisiana Tech University Honor Code to commit or to attempt to commit any offense as outlined below:

**3.1 Cheating** - Cheating is defined as the act of giving unauthorized assistance to or receiving unauthorized assistance from another individual for the purpose of completing academic requirements. This includes, but is not limited to, the completion of homework, tests, projects, or research assignments. Some examples of cheating are:

3.1.1. During an examination, having direct access, referring to information not specifically allowed by the instructor or receiving information from another student or another unauthorized source. Also included would be allowing another student to copy one's paper.

3.1.2. Representing another person's work or any part thereof, be it published or unpublished, as one's own, which is referred to as "plagiarism."

3.1.3. Copying another's entire paper and claiming it as one's own.

3.1.4. Copying a part of a paper or another source and claiming it as one's own.

3.1.5. Copying information from a source word for word without using citations.

3.1.6. Copying information from a source but changing the words around without using citations.

3.1.7. Obtaining, distributing, or referring to a copy of an examination which the instructor and/or department have not authorized to be made available for such purpose.

3.1.8. Submitting work that has been previously or is being concurrently used in a different class by oneself or by another student. Special permission must be obtained from the instructor or professor if a student wishes to utilize or develop further any work prepared for another class.

3.1.9. Misrepresentation of data for any purpose will represent a violation of the standards of the honor code.

**3.2 Falsification** - Falsification is defined as altering official University documents, forging signatures of University officials or any other individual, or any other attempt to misrepresent official institutional documents or records. This also includes the alteration of grades or any other records related to the academic performance of students, whether another student's or one's own. This shall also include submitting any false records in order to gain admission to the University. Violations include not only falsification of records but also oral and written misrepresentation of truth in any kind of communication with University officials. This violation will result in automatic referral to the Office of Student Life.

**3.3 Stealing/Unauthorized Access** - This violation includes acquiring unauthorized access to property, information, or materials that belong to another person. These materials or property may belong to a faculty member, a staff member, the university, or another student and can be acquired in any form, including electronic information. This violation will result in automatic referral to the Director of Student Conduct & Academic Integrity.

**3.4 Handling or Using Unauthorized Devices and/or Violating Behavioral Testing Instructions** – This violation includes but is not limited to using or handling cell phones, PDAs, MP3 players, or unauthorized calculators when use of the device has been prohibited by the instructor. This violation could also include unauthorized communicating during an exam or looking at someone else's test paper.

It will also be considered a violation of the Louisiana Tech Honor Code to assist, attempt to assist, or conspire to assist another student in committing the offenses as outlined above. A second reported offense may result in referral to the Behavioral Standards Committee.