

Honor Code Violation Report (TEMPLATE)

Note to Student:

- There is a mandatory **2-business day waiting period** before you can sign this form.
- You can use this time to ask for information about *Honor Code* policies and procedures from the Advisory Resource Person in your College, or for advice from any other trusted source.
- The deadline to sign is the close of business on the seventh calendar day from today's date.
- Today is _____, so the deadline to sign is the close of business on _____.
- If this HCVR is not signed by the seventh calendar day, this case will be referred to the appropriate College Honesty Committee.
- Please initial here to indicate that you understand this timeline. You are not admitting guilt or agreeing to the alleged violation by initialing: _____

Student Name: _____ Student ID#: _____

Instructor Name: _____

Course Information: Department: _____ Number: _____ Section: _____ Semester: _____ Year: _____

Level of *Honor Code* violation (Check one): Minor _____ Major _____ Flagrant _____

Briefly describe the nature of the *Honor Code* violation:

Briefly describe the agreed-upon penalty:

We, the undersigned, attest that this report accurately states both the nature of the honor code violation that occurred in this course and the penalty that we have agreed is appropriate for this violation.

(For the Instructor): I attest that I will not penalize the student for this infraction of the *Honor Code* in any way other than that described above.

(For the Student): I hereby waive my right to an Honesty Committee hearing to adjudicate this case. I understand that this agreement is permanent and irrevocable, and that I may not at any point endeavor to withdraw from this course. I understand that if I am found responsible for a second violation of the *Honor Code*, the Associate Provost will assign a further penalty, up to and including dismissal.

Student Signature: _____ Date: _____

Instructor Signature: _____ Date: _____

This report must be signed by the student and the instructor. Prepare three signed copies of the report and distribute them to the Associate Provost, student, and instructor.

Without delay, send an original copy to 'Associate Provost – Honor Code,' 300 Main Building. The Associate Provost will review the agreement within seven days.

Associate Provost's Signature: _____ Date : _____