HONOR CODE VIOLATION REPORT (TEMPLATE)

***Note to Student:***

* Today’s date is \_\_\_\_\_\_\_\_\_\_.
  + There is a mandatory **two university business day waiting period** before you can sign this form.  That is, you may not sign this form until the third university business day after today’s date.
  + The deadline to sign is the close of business on the fifth university business day after today’s date.
* 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.
* If this HCVR is not signed by the fifth university business day, this case will be referred to the appropriate College Honesty Committee.
* Please initial here to indicate that you received the document on the date above, and that you understand this timeline and the consequences of not signing. You are not admitting guilt or agreeing to the alleged violation by initialing: \_\_\_\_\_

Student Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   Student ndID: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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 Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_