

Academic Honesty Code Violation Form

Faculty, please fill out this form online, and then, print it for signatures. The student must initial question 8, Student Resolution, before signing. Send the original completed form to the Dean of Students. Please provide copies to the student, Academic Dean of Record, and keep one for yourself.

1. **Student Name**
2. **Student ID**
3. **Faculty Name**
4. **Course/Section Number**
5. **Date Violation Occurred**
6. **Description of Honesty Code Violation**

7. **Faculty Penalty** (please specify)

- a. Require the student to complete another assignment.
- b. Assign a grade of F or Zero on the assignment
- c. Assign a grade reduction on the assignment
- d. Assign a final grade penalty for the course
- e. Recommend greater sanctions

8. **Student Resolution** - The student must initial a choice before the form is given to the Dean of Students.

- a. I, the student, acknowledge the charges and accept the penalty.
- b. I, the student, dispute the charges and/or penalty and select an academic honesty hearing.

Students have ten working days to file a letter of appeal with the Dean of Students. If the appeal is not filed within ten days, the faculty penalty will be imposed. If the case is not resolved prior to the deadline for reporting a final grade to the registrar, the student will receive a grade of incomplete (I) until the appropriate grade can be determined.

By signing below, the student acknowledges (1) having discussed this charge with the faculty member, and (2) understands that he/she has been charged with an act of academic dishonesty as defined in the [Student Life Policies](#) and University Catalog, and (3) has initialed an option in question 8, Student Resolution.

Student Signature

Date

Faculty Signature

Date

State law requires that you be informed of the following: (1) with few exceptions, you are entitled on request to be informed about the information the University collects about you by use of this form; (2) under sections 552.021 and 552.023 of the Government Code, you are entitled to receive and review the information; and (3) under section 559.004 of the Government Code, you are entitled to have the University correct information about you that is incorrect.