**Morris Brown College Academic Honor Code Violation Form**

This form is for faculty to report violations related to academic integrity; please provide all the details below. Please forward the completed form to Dr. L. Meeks - *levertis.meeks@morrisbrown.edu*.

If a faculty member/instructor suspects a student of an academic violation of the honor code, he/she:

1. Must discuss the suspected infraction directly with the student(s) involved. At the discretion of the involved parties the department chair and/or academic advisor may be present during the discussion; faculty members/instructors must make a good faith effort to give the student the opportunity to question the evidence before imposing consequences.
2. Must protect the privacy of the student(s) involved; the matter should not be discussed with any unnecessary party.
3. Must make a decision based on the evidence; sanctions may include reducing the assignment, exam, or course grade.
4. Must inform the student of the sanction and their appeal rights.
5. If an academic violation is discovered at the end of the term/semester, the faculty member/instructor may issue a course grade of “incomplete”; discussions regarding the suspected violation will resume immediately in the following term. If the student does not respond to the faulty member/instructor in a timely manner to resolve the issue, the “incomplete” will be removed and the appropriate sanction will be automatically imposed which may include failure in the course.

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Position/Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Nature of Violation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date of Incident: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Involved parties: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. In detail, please describe the incident/behavior that violated the honor code; be detailed, use objective language, and explain the evidence.
2. Have you discussed this incident with the student?

[ ]  NO

[ ]  YES – Date/Outcome: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Is there any other additional information you would like to share? If so, please explain here and/or attach supporting documentation.
2. What penalty was/will be imposed?

[ ]  Teaching moment

[ ]  Grade Reduction

[ ]  Zero Issued

[ ]  Failure for the course

[ ]  Other – Please explain: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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