

II. C. STUDENT HONOR CODE VIOLATION REPORT FORM

Faculty members must use this form when reporting a Student Honor Code Violation. Complete a separate form for each student involved in the incident. Return the form to the Student Honor Code Office in 610 Allen Hall (Mailstop 9515). Please contact the Student Honor Code Office at 662-325-9151 for any questions pertaining to this form or for assistance in resolving this incident. Faculty members are also encouraged to contact their Department Head to seek assistance in resolving a case of alleged academic misconduct.

Select one of the three options below:

- ☐ **I would like the Student Honor Code Council to investigate and resolve this alleged violation of the Student Honor Code.**

You are opting to report an honor code violation to the Student Honor Code Office for investigation and resolution. Complete sections I-III of the form and send it to the Student Honor Code Office within 10 University business days of learning of the incident. Please provide a brief description of the circumstances of the violation on a separate page. Be sure to include any dates, location, facts leading to suspicion of violation, names of witnesses, **syllabus**, etc. If you are completing this form on-line, send copies of exams, papers or other relevant evidence to the Student Honor Code Office, retaining all originals for your own records.

- ☐ **I have handled the case myself and I am reporting the outcome.**

You are opting to handle and document the honor code violation on your own and send the completed form to the Student Honor Code Office for recording. Honor code violations that a faculty member chooses to handle **must** be reported within 10 University business days after the form has been completed. Complete section I-III and have the student complete section IV. Please submit this form and copies of all corroborating evidence to the Student Honor Code Office.

- ☐ **I am recommending a sanction greater than the XF for the course.**

If in the investigation of the violation you determine that the penalty for the honor code violation should be greater than the XF sanction, the case is automatically referred to the Student Honor Code Office. Complete sections I-III of the form, along with copies of all corroborating evidence, and send to the Student Honor Code Office within 10 University business days.

I. The following student has been charged with violation of the Student Honor Code:

Student Name: _____ Student ID: _____

Course: _____ Title: _____ Section #: _____

II. Violation (for more information see pg. 3-6 of the MSU Student Honor Code) Please check all that apply.

- ☐ **Cheating** on a test/assignment
- ☐ **Fabrication** of data or results
- ☐ **Falsification** of research results or academic records
- ☐ **Multiple submissions**
- ☐ **Plagiarism**
- ☐ **Complicity**
- ☐ **Academic Fraud**
- ☐ **Violation of Department or College Rules**
- ☐ **Other** _____

III. I have assigned the following sanction(s) – if you have handled the case yourself**OR****I recommend the following sanction(s) in referring the case to the Student Honor Code Office:**

- ☐ “XF” sanction; disciplinary probation
- ☐ Lowered final course grade (i.e. letter grade reduction)
- ☐ Zero on the assignment
- ☐ Academic Integrity Intervention Program (*This educational sanction can be assigned as the only sanction or in conjunction with any of the other sanctions.*)
- ☐ Hearing before the Student Honor Code Council to consider suspension or expulsion from the University
- ☐ Academic Misconduct Probation: (*With the recommendation of the reporting faculty member and the Student Honor Code Office, a **graduate student or DVM student** may be placed on academic misconduct probation immediately upon a finding of responsibility, and may remain on probation until the end of the subsequent fall or spring semester. It should also be determined whether, during this probationary period, a graduate student will be allowed to take preliminary/comprehensive examinations or defend/submit a thesis or dissertation. For a DVM student, it should be determined whether the student will be ineligible for externships, off-campus advanced clinical rotations, or any other off-campus activities for academic credit during the probationary period.*)
- ☐ Other: _____

Faculty Name: ☐Dr. ☐Mr. ☐Ms _____ NetID: _____

Dept: _____ Academic Appointment : _____

(Instructor, Lecturer, Professor)

E-mail: _____ Mailstop: _____ Phone: _____

Faculty Signature: _____ Date: _____

IV. TO THE STUDENT:

Please check one of the following boxes, complete the information below and sign. Be sure that you receive a copy of this document. If you have any questions regarding the hearing or appeal process or your rights, please contact the Student Honor Code Office at 662-325-9151. You may also contact your course instructor's department head for assistance in resolving this incident.

- ☐ I acknowledge committing the violation of the Student Honor Code and accept the sanction(s) assigned by the faculty member.
- ☐ I acknowledge committing the violation of the Student Honor Code but do not accept the sanctions assigned by the faculty member in this document.
- ☐ I do not acknowledge violating the Student Honor Code.

Signature of Student: _____ Date: _____

Local Mailing Address: _____

City, State, Zip: _____

E-mail: _____ Cell phone: _____