

Honor Code (Academic Policies) – Incident Form

To be completed by the professor and shared with the student, typically within 7 days of the suspected violation:

Faculty Name _____ Faculty Email _____

Semester Fall Winter Spring S-1 S-2 Year _____

Course _____, Section _____, Date of incident _____, Date of discussion _____

The following student is charged with a violation(s) of academic integrity as checked below:

Student Name _____ Datatel ID _____ CB _____

Plagiarism Cheating Lying Stealing or Vandalism Facilitating Academic Dishonesty

To be completed by the student at a time determined by the professor, typically within three week-days beyond the date of discussion listed above. If the student fails to sign the form within the time limit, the case will be forwarded to the Office of Academic Affairs for follow-up.

- I understand the charge(s) against me listed above and agree to take responsibility for violating Elon's Honor Code and Code of Conduct. I understand that my professor will assign my course sanctions, the Academic Affairs Office which will determine institutional sanctions, and the violation will be maintained through the Office of Student Conduct.
- I do not accept responsibility for this violation. I understand my case (this form and all supporting documentation) will be forwarded to Academic Affairs and the Office of Student Conduct. An Honor Board hearing will be scheduled where I may present evidence and invite witnesses to support my position.

Student Signature _____ Date _____

All four items below are to be completed by the professor after the student accepts responsibility or is found responsible by the Elon Honor Board:

1. I am giving the following course sanctions to the student for the violation(s): _____

2. Does this sanction include an "Integrity F" grade for the course? YES NO

Note: If sanction includes a grade of "Integrity F" for the course, the instructor should note that above. The Office of Academic Affairs will notify the registrar that a final course grade of "F" should be recorded as an "Honor Code F."

3. I judge this incident to carry the following level of seriousness (circle #): (low) 1 2 3 4 5 (high)

4. Forward this form and all supporting documents to Academic Affairs. (After the institutional sanctions are assigned, all records will be sent to and maintained by the Office of Student Conduct.)

Professor Signature _____ Date _____

Generally, this form should be returned (even if sanctions are not assigned) to Dr. Paul Miller, Office of the Provost (2200 CB) no later than 10 days after the discussion date listed in the top box above.