

Honor Code (Academic Integrity Policies) —Incident Form

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

Faculty Name _____ C.B. _____ 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 _____

Plagiarism; Cheating; Lying; Stealing or vandalism; Facilitating Academic Dishonesty

To be completed by the student at a time determined by the professor, not to exceed three (3) business 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. I understand that my professor will assign my course sanctions, and will submit a record of this violation to the Academic Affairs Office which will determine institutional sanctions.

I do not accept responsibility for this violation. I understand my case will be forwarded to Academic Affairs and that a Honor Board Hearing will be scheduled where I may present evidence and invite witnesses to support my position. *The Office of Student Conduct will coordinate this process.*

Student Signature _____ Date _____

All four items below are to be completed by professor after the student takes responsibility or is found responsible by and 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 number): (low) 1 2 3 4 5 (high)

4. Forward all supporting documents to Dr. Paul Miller. (After institutional sanctions are assigned, all records are submitted and maintained by the Office of Student Conduct.)

Professor Signature _____ Date _____

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