

College of Charleston
Office of the Dean of Students
Honor Code Report Form – Class 3 Violations*

This form should be used by the faculty to report alleged academic integrity violations that fall within **Class 3**. Class 3 violations are due to, for the most part, student confusion, ignorance, and/or miscommunication between the faculty member and the student and/or class. There should be no evidence of premeditation and/or intent to deceive affiliated with the incident.

Step 1: Meet with the student(s) involved.

Procedures used in the resolution of academic misconduct allegations are available in the *Student Handbook*. The *Handbook* can be found online at <http://studentaffairs.cofc.edu/honor-system/studenthandbook/index.php>

The Dean of Students is available at 843-953-5522 for consultation if you have any questions. In the case that it is near the time report a final grade for the student involved, the faculty member should assign a grade of “I” (incomplete), which will be changed when the case is resolved. If the faculty member is unable to locate the student, this form should be completed through Step 4 and forwarded to the Dean of Students.

It is appropriate for a student to have the opportunity to think about their situation and discuss any questions or concerns with someone in the Office of the Dean of Students. If the student requests time to do this, the faculty member should schedule another appointment with the student, allowing them time to have all their questions answered.

Step 2: Complete the following information

The following student has been charged with violating the College honor code:

Student Name: _____

Student ID Number: _____

Course and Section Numbers: _____

Type of Violation

- Some form of plagiarism
- Accepting of others' cheating or plagiarism
- Facilitating others to cheat or plagiarize
- Miscommunication related to academic work
- Unauthorized collaboration
- Other Specify: _____

Step 3: Please attach a summary of the incident, including copies of all relevant materials.

Step 4: Faculty Recommended Sanction

If you would like to discuss the recommended penalty with the Dean of Students, please call 843-953-5522.

- Written warning
- Reduction in grade on the assignment, program, paper, test or exam.
- "F" or Zero on the assignment, program, paper, test or exam.
- Complete some exercise related to academic honesty. Please describe:

- Complete some exercise related to the class. Please describe:

- Service hours. Amount: _____ Location: _____
Deadline date: _____
- Other: _____

Faculty Name: _____

Dept. Address: _____

Phone: _____

E-mail: _____

Signature: _____

Date: _____

Step 5: Check here if the student chooses to have a hearing. _____

If the student chooses to have a hearing, stop and alert student that they must notify the Office of the Dean of Students in writing within 5 working days of the date above of decision to have a hearing. Send this form, along with supporting information, to the Dean of Students c/o Student Affairs, Stern Center.

Step 6: If, instead of a hearing, the student admits to the violation and agrees to allow the faculty to assign the sanctions, have them read and sign the statement on the next page.

Step 7: Once the student has signed the form, provide them with a copy of the signed form. Send the original form and supporting materials to the Dean of Students c/o Student Affairs, Stern Center.

For the student: You are advised not to sign this form if you are unclear as to your options. Call 843-953-5522, the Dean of Students, for more information. If you do choose to sign, be sure to read the statement below.

I am responsible for the violation, accept faculty disposition, waive my right to a hearing, and accept the sanction. In addition, I have read and understand the following:

- If circumstances warrant and/or I have a previous Honor Code violation, the Dean of Students will call for a hearing.
- If there is another allegation entered, I understand that I will be placed on disciplinary suspension and receive a grade of XXF in the course if I am found responsible for the violation, no matter the reported class of the violation.
- This sanction will be reviewed in a hearing, if there are future charges of academic misconduct.
- This form will be kept in a confidential file in the Dean of Students office.
- If I wish to proceed to a hearing, I must file a notice in writing with the Office of the Dean of Students on or before five (5) working days after the date below.

I have read and had the opportunity to ask questions regarding the signing of this form.

Signature of student: _____

Date: _____

Address: _____

Phone: _____

E-mail: _____

*Significantly adapted from a publication of North Carolina State University.