

## HONOR CODE VIOLATION REPORT FORM

**Faculty member or Graduate Committee must use this form when reporting an Honor Code Violation. Complete a separate form for each student involved in the incident.**

*Three options are available below – select one:*

1. Use this form to report an honor violation to the Honor Code Council for investigation and resolution. Complete sections I-III of the form and send it to the Director of the Honor Code Council within 5 University business days of learning of the incident (Check below and follow instructions)  
 **Check if you want the Honor Code Council to investigate and resolve this honor violation.**  
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, etc. If you are completing this form on-line, send copies of exams, papers or other relevant evidence to the Director of the Honor Code Council. Retain all originals for your own records.
  
2. Use this form to handle and document the honor violation on your own and send the completed form to the Honor Code Council for recording. Any honor violation that the faculty member chooses to handle, must be reported with this form. Complete section I-III and have the student complete section IV. (Check below and follow instructions)  
 **Check if you have handled the case yourself and are reporting the outcome.**  
If you check this box, please submit this form and copies of all corroborating evidence to the Director of the Honor Code Council, in the event of an appeal.
  
3. If in the investigation of the violation, the faculty member determines that the penalty assessed should be greater than an XF grade, the case is automatically referred to the Honor Code Council. Complete sections I-III of the form and send it to the Director of the Honor Code Council within 5 University business days. (Check below and follow instructions)  
 **Check if you have handled the case yourself and are recommending to the Honor Code Council a sanction greater than the XF grade in the course.**  
If you check this box, please submit this form and copies of all corroborating evidence to the Director of the Honor Code Council.

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

Student Name: \_\_\_\_\_ Student ID: \_\_\_\_\_

Course: \_\_\_\_\_ Section #: \_\_\_\_\_

**II. Violation** (for more information see the MSU Honor Code) Please check all that apply.

- Cheating** on a test/assignment
- Fabrication** of data or results
- Falsifying** research results or academic records
- Multiple submissions**
- Plagiarism**
- Complicity**
- Violation of Department or College Rules**
- Other** \_\_\_\_\_

**III. I have assigned the following sanction(s) – if you've handled the case yourself  
OR**

**I recommend the following sanction(s) in referring the case to the Honor Code  
Council:**

- “XF” grade sanction / probation / Academic Integrity Intervention Program.
- Lowered course grade / probation / Academic Integrity Intervention Program (only in exceptional situations, e.g. assignment involved is minor part of final course grade).
- Hearing before the Honor Code Council to consider suspension or expulsion from University.
- Other: \_\_\_\_\_

Faculty Name: \_\_\_\_\_ Dept: \_\_\_\_\_  
(Individual or Grad. Committee rep.)

Mail Stop: \_\_\_\_\_ Phone: \_\_\_\_\_

Faculty Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(Individual or Grad. Committee rep.)

**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 appeal process or your rights, please contact the Honor Code Council Office at 325-3611.

- I acknowledge committing the violation of the Honor Code and accept the sanction(s) assigned by the faculty member. I have received a copy of the appeal process.
- I acknowledge committing the violation of the Honor Code but do not accept the sanctions assigned by the faculty member in this document. I have received a copy of the appeal process and understand that I must contact the Honor Code Council Office in writing regarding the appeal.
- I do not acknowledge violating the Honor Code. I have received a copy of the appeal process and understand that I must contact the Honor Code Council Office in writing regarding the appeal.

Signature of Student: \_\_\_\_\_

Local Mailing Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Date: \_\_\_\_\_