

Honor Code Violation Report Form

Office of Student Affairs

STUDENT'S NAME: _____

Date of Alleged Violation: _____

Name/Title of Faculty, Administrator or
Other Person reporting alleged violation: _____

Email: _____

Phone number: _____

Name of the Course: _____
(Complete this if it is an academically related alleged violation)

Other location or setting where the alleged violation occurred: _____
(Complete this if it is a non-academic related alleged violation)

Description of the alleged Violation *(attached additional sheets if necessary):*

Sanction *(Complete only if this is a case of academic dishonesty and the student accepts responsibility as well as this sanction in accordance with Student Handbook guidelines):*

Check one of the following:

- The student accepts responsibility for the incident of academic dishonesty and accepts the sanction indicated above as outlined in Section XIX of the Student Handbook.
- The student does not accept responsibility for the incident of academic dishonesty and requests further review by the appropriate body.

▶ _____
Student Signature

Date

▶ _____
Signature of Faculty, Administrator or Other Person Reporting alleged violation

Date

For Office of Student Affairs Use Only

Date Received: _____ Received By: _____

Submitted to Honor Council Chair on: _____ Copy to Case Liaison on: _____

Action/Resolution: _____

Each individual of the CHSU community has the duty to:

- *Understand and be familiar with the Honor Code;*
- *Uphold the Honor Code in all aspects of our daily lives;*
- *Report Honor Code violations to appropriate personnel;*
- *Always be willing to seek appropriate advice when in doubt;*
- *Cooperate with investigations of Honor Code violations; and*
- *Promote the Honor Code and our culture of high moral integrity, values and professionalism.*

Offenses that constitute violations of the College Honor Code include, but are not limited to, plagiarism, cheating, lying, and academic theft.

Plagiarism. Plagiarism is the copying of words, facts, or ideas, belonging to another individual, without proper acknowledgment. Failure to reference any such material used is both ethically and legally improper.

Cheating. Cheating includes the deliberate submitting of work that is not one's own and that violates faculty instructions for the work; the use of testing materials from past testing periods as a study guide, unless authorized by the faculty member who created and presented the material; the possession of written material that are not expressly authorized by faculty member(s) who creates and administers an examination; the discussion of examination contents with any other student while taking an examination or test; and the divulging or receiving of any information on the content or form of any examination that either student has not yet taken. A student who gives illegal aid shall be considered as responsible as the student who receives it.

Lying. Lying is defined as making a statement that one knows is false or is intended to deceive. Academic theft is the removal of academic materials, depriving or preventing others from having equal learning opportunities.

Procedures for referrals

An alleged violation or offense of the Honor Code should be reported by faculty, administrators and others by completing an Honor Code Violation form and submitting it to the Director or Vice President of Student Affairs immediately and/or no longer than within three school days of knowing of or suspecting an alleged incident.

Preceptors who believe that they have witnessed or have knowledge of a violation of the Honors Code should contact the Director of Experiential Education as soon as possible. Preceptors need only state that they wish to report a possible violation of the Honors Code, their name and contact information. The Director of Experiential Education shall follow up by completing an Honor Code Violation form and submitting it to the Director or Vice President of Student Affairs immediately and/or no longer than within three school days of being informed of the suspected violation.

Upon receipt of the completed Honor Code Violation form the Director and/or Vice President of Student Affairs will meet with the accused student to apprise him or her of the allegations.

In cases of academic dishonesty:

- *The student may accept responsibility for the incident of academic dishonesty and accept the sanction(s) as outlined in the Student Handbook.*
- *The student may choose to not accept responsibility for the incident of academic dishonesty and request further review by the Honor Council.*

In cases of non-academic or professional misconduct:

The student may accept responsibility for the incident, however whether or not he/she does so the case shall still be referred to the Pharmacy Professionalism Committee for either a hearing, sanctions as determined by that committee, or other disposition as may be determined by the committee.