



PVAMU HONOR CODE VIOLATION REPORT/RESOLUTION FORM

Semester: _____

According to the University Administrative Guidelines on Academic Integrity, the faculty may choose to resolve the academic violation through a faculty-student meeting and report the outcome to the Office of Academic Affairs and the AIRB.

Faculty members must complete one form for each student when reporting an Honor Code Violation and/or requesting that the Academic Integrity Review Board (AIRB) investigate a case. Return the form to the AIRB academicintegrity@pvamu.edu. Please contact the Chair of the AIRB academicintegrity@pvamu.edu for any questions about this form or for assistance in resolving this incident.

I. THE FOLLOWING STUDENT HAS BEEN CHARGED WITH VIOLATION OF THE HONOR CODE:

Student Name: _____ Student ID & PID: _____
Course: _____ Course Title: _____
Course Section #: _____ Date of Incident: _____

II. TYPE OF OFFENSE/VIOLATION (Required). Please check all that apply. For more information see the Honor Code

- ☐ Cheating
- ☐ Plagiarism
- ☐ Fabrication of Information/Forgery
- ☐ Multiple Submissions
- ☐ Conspiracy
- ☐ Violation of University, College, Department, and/or Course Rules
- ☐ Other _____

Select one of the three options below:

☐ **I would like the AIRB to investigate and resolve this alleged violation of the Honor Code.**

You are opting to report an Honor Code violation to the AIRB for investigation and resolution. Complete sections I-III of the form and send it to the AIRB within five (5) business days of observing, discovering, or receiving a report of an alleged incident of academic misconduct. Please 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 a violation, names of witnesses, syllabus, etc. If you are completing this form on-line, send copies of exams, papers, or other relevant evidence to the AIRB, retaining all originals for your own records.

☐ **I have resolved the case through the Faculty-Student Resolution process, and I am reporting the outcome.**

You are opting to resolve and document the Honor Code violation through the Faculty-Student Resolution process and send the completed form to the AIRB for recording. Honor Code violations that a faculty member chooses to resolve **must** be reported within five (5) business days after the form has been completed. Complete section I-III and have the student complete section IV. Please submit this form and copies of all corroborating evidence to the AIRB.

☐ **I am recommending a sanction greater than the 'grade of F' sanction for the course (suspension or expulsion).**

If in the investigation of the violation, you determine that the sanction for the Honor Code violation should be greater than the assignment of final grade of F sanction in the course (i.e., suspension or expulsion), the case is automatically referred to the AIRB. Complete sections I-III of the form, along with copies of all corroborating evidence, and send it to the AIRB within five (5) business days.

III. FACULTY RECOMMENDATIONS

I recommended the following sanction(s):

- ☐ Level I Sanction(s): _____
☐ Level II Sanction(s): _____

OR



I am referring this case to the AIRB (All Level III and Level IV violations require a hearing before the AIRB); and I recommend the following sanction(s) in referring the case to the AIRB:

- ☐ Level III & Level IV Sanction(s): _____
☐ Other: _____

Faculty Name: _____	Department: _____
Position/Title: _____	Email _____ Phone _____
Faculty Signature: _____	Date: _____
Department Head of Major: _____	
Department Head of Course: _____	

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 Honor System process, your procedural guarantees, or would like to speak with someone else regarding this incident, please contact the AIRB academicintegrity@pvamu.edu.

- ☐ I **acknowledge** violating the Honor Code and **accept** the sanction(s) recommended by the faculty member.
☐ I **acknowledge** violating the Honor Code but **do not accept** the sanctions recommended by the faculty member in this document.
☐ I **do not acknowledge** violating the Honor Code.
☐ I would like to speak with a representative from the AIRB before completing this form.

Signature of Student: _____ Date: _____
Local Mailing Address: _____
City, State, Zip: _____
PVAMU E-mail: _____ Cell phone: _____

- ☐ The student failed to appear or refused to sign the document. The penalty will become final unless the student submits an appeal to the AIRB Chair or designee within five (5) business days.

Distribution:

Original - Student. (Given to the student after the meeting. Email this form to the student if he/she does not appear at the meeting).
One copy - Instructor
One copy - Instructor's department head
One copy - Dean
One copy - Office of Academic Affairs

Your academic integrity violation could result in additional consequences. Please discuss your specific situation and concerns with your advisor, graduate program coordinator, and/or unit head.

Note: The Violation Report/Resolution Form must be completed at the conclusion of the Faculty-Student meeting.