

This document presents two things.

1. A proposal for a page on the CORE that will gather data for us to track, and eventually process, violations of our Academic Honor Code.
2. A high-level workflow illustrating our processes, as described in the Student Rights and Responsibilities, for handling Academic Honor Code Violation. This would be used to build a workflow into our tracker to we could monitor/report where alleged violations were in the process.

Violations Submittal Page on the CORE

Ideas for Academic Honor Code Violations Tracking modified from Arizona State University (<https://clas-forms.asu.edu/clas/faculty-academic-integrity-violation-report-form>).

Faculty should use this form to report an instance in which they believe a student has violated the BSC's Academic Honor Code. Submission of this form will serve as notification to the appropriate Academic Dean. After receipt of the form, a designated representative of will contact the faculty to discuss the violation, sanctions, and next steps in the Academic Honor Code violation process.

Faculty Name (First and Last): _____ (text box) _____ (text box)

Faculty email: _____ (text box)

Department: _____ (dropdown)

Course Number _____ (text box)

Section Number: _____ (text box)

Semester/Year: _____ (dropdown)

Student Name (First and Last): _____ (text box) _____ (text box)

Student ID: _____ (text box)

Incident date: month day year (dropdowns)

Type of Violation (dropdown)

- Cheating
- Plagiarism
- Collusion
- Other

Nature of Honor Code Violation: (text box)

Evidence of Honor Code Violation (text box plus attachment option)

Have you discussed this with the student? (radio buttons or dropdown)

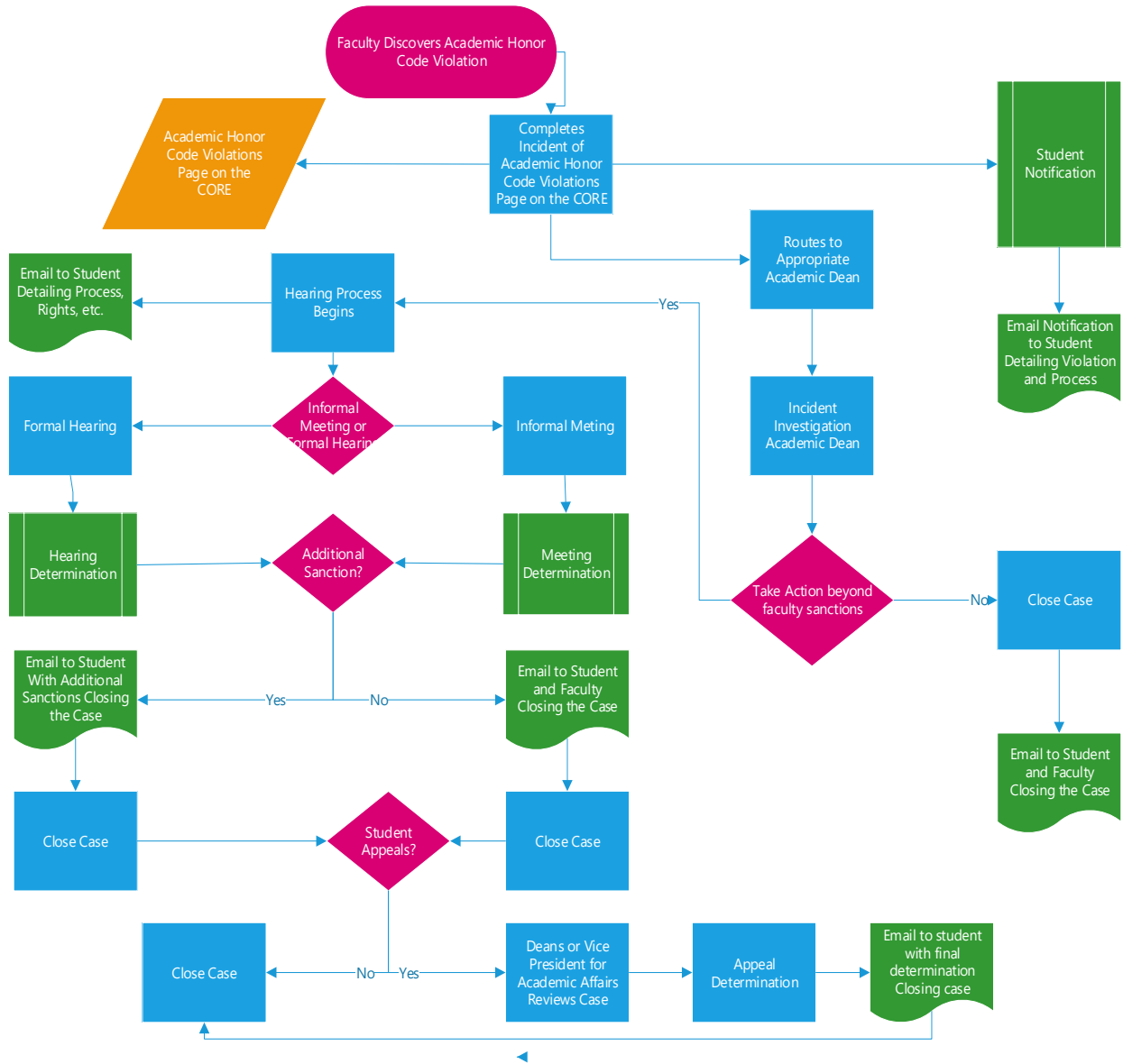
- Yes
- No

If "No," why not? (text box)

What sanctions, if any, have you imposed? (Text box)

What sanctions, if any, are you recommending? (text box)

Work Flow of Academic Honor Code Violations



Key

