

Academic Honesty Violation Report

Instructor: _____

Class: _____

School: _____

Date: _____

Student Name: _____

School Dean: _____ (please send a copy of this report to the Dean of the student's school)

Director of Student's Program: _____ (please send a copy of this report to student's program director)

Brief Description of the Charge and Finding by Instructor:

Instructors: Please attach a description of the charge and your finding, and attach the original copy of the work in question with other relevant materials

Penalty Assessed by Instructor: _____

Date Student Notified/ Conference date and time: _____

Instructor Signature _____

"I understand that I have been penalized for violating Bluefield State College's statement on academic honesty. I understand that I have the right to appeal that finding in front of the Academic Appeals Committee, and I must inform the Office of the Provost in order to initiate an appeal."

Student Signature and Date: _____

To Be Completed by the Provost

This report indicates a (circle one):

- First Offense
- Second Offense
- Third Offense

If this is not a first offense indicate the penalty assessed by the Provost (check one)

- Academic Probation
- Expulsion

Decision Appealed (check one): Yes No

Hearing Date: _____

Finding of Academic Appeals Committee (check one): Student violated honesty procedures
 Student did NOT violate honesty procedures

Penalty Assessed or Action Taken: _____

Academic Appeals Chair Signature: _____ Date: _____

Signature of the Provost: _____ Date: _____

Date Registrar notified: _____