FACULTY REFERRAL OF HONOR CODE VIOLATION

An instructor should use this form as a guideline to meet with the student to discuss an alleged violation of the student code of conduct. If the student does not dispute the facts upon which the allegations are based and has waived the right to a hearing before a University hearing officer, they should sign the form below. If the student signs the form, the faculty member should return the form and all supporting documentation to Student Conduct and may institute the grading penalty they deem appropriate for the violation.

If the student denies the allegation or does not waive the hearing, the student should not sign the form. The faculty member should attach all supporting documentation and forward the form to Student Conduct for investigation. Faculty should give a grade of “I” for the assignment or course until the formal investigation has concluded and they are informed by Student Conduct to release the grade.

For additional clarification, contact Student Conduct at 817-272-2354.

*This form should be returned to the Office of Student Conduct (Box 19355) as soon as possible following the discovery of the alleged violation.*

1. The following student has allegedly violated the University Honor Code:

   Student’s Name_________________________________________________________
   
   Last   First   Middle
   
   Department _______________________ Student ID __________________________

2. Type of Violation:

   _____ Cheating on test/assignment   _____ Plagiarism   _____ Collusion

3. **Summary of Incident** (please include date of incident, use additional sheet if necessary.)
4. **Academic penalty to be assessed by instructor:** An academic penalty or penalties may be assessed by the faculty member when the student accepts responsibility for the violation or if they are found responsible through a formal investigation conducted by Student Conduct. Please be specific about the penalty you intend to impose to avoid confusion about the grade assigned at a later date. Relevant disciplinary and educational sanctions will be imposed by Student Conduct.

- _____ written warning
- _____ resubmit assignment, paper or program
  - specify requirements and due date ______________________________
- _____ retake exam
  - specify date _____________________
- _____ reduced credit or zero on exam, assignment, paper, or program
  - specify grade ____________________
- _____ reduced final grade or failing grade for the course
  - specify grade ____________________

5. **Faculty Information**

Faculty Name _____________________________  Title_________________________

Extension ____________________________    Email __________________________

Signature ____________________________    Date ____________________________

6. **FOR THE STUDENT:** Should you have any questions about the discipline procedures, please contact Student Conduct at 817-272-2354.

If you disagree with the allegation, you should not sign this form, and the case will be referred to Student Conduct for investigation.

I understand the violation on which the allegations are based, accept the faculty disposition, waive my right to a hearing before a University hearing officer, and accept the academic penalty. I understand that the Office of Student Conduct may impose relevant disciplinary sanctions. **I further understand that any additional violations of scholastic dishonesty will result in suspension from the University.**

Student Name___________________________________________________________

Last   First   Middle

Student Signature ________________________    Date _________________________