

REPORT OF SUSPECTED HONOR CODE VIOLATION

1. Student, Faculty, and Course Information

Date of report:

Student Last Name:

Student First Name:

Student ID #

2. Reporter's Information

Last Name:

First Name:

Phone:

E-mail:

Course Information:
(If relevant)

Dept.

Course #:

Sect. #:

2. Notification to Student (required)

- I have met with the student to discuss this matter.
- I have made a diligent and good faith effort to contact the student, but the student has not contacted me.

3. Type of Violation

- Lying:** the expression of a material untruth made with the intent to mislead another or with reckless disregard for the truth of the matter asserted.
- Cheating:** wrongfully using or taking the ideas or work of another in order to gain an unfair advantage.

Choose one or more of the following forms of cheating to indicate more precisely the nature of the student's suspected act:

- Plagiarism
 - Giving or receiving unauthorized aid on tests, quizzes, assignments or examinations
 - Using or consulting unauthorized materials or using unauthorized equipment or devices on tests, quizzes, assignments or examinations
 - Using any material portion of a paper or project to fulfill the requirements of more than one course unless the student has received prior permission to do so
 - Intentionally commencing work or failing to terminate work on any examination, test, quiz or assignment according to the time constraints imposed.
- Stealing:** the intentional taking or appropriating of the property of another without consent or permission and with the intent to keep or use the property without the owner's or the rightful possessor's permission. Stealing includes theft of the academic work product of another.

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- 3. Circumstances.** Please summarize what happened and related facts and circumstances (if you need more space, please attach a written narrative):

4. Follow Up Instructions

Please print out and sign this report form, make a copy of all materials (papers, website print outs, etc.), and bring the original copies to the Dean of Students Office, room 109 of the Campus Center, or call the office at 221-2510 to make arrangements to have the materials picked up at your office. **Please do not send this report via campus mail or email!**

Retain a copy of this report and all materials for your records and for reference with the student if necessary. If you have any questions or require further information, please contact the Dean of Students Office at 221-2510 or refer to the "Information for Faculty" page on our website <http://www.wm.edu/deanofstudents/judicial/index.php>.