

UNIVERSITY OF DAYTON
HONOR CODE VIOLATION INCIDENT REPORT

Student Name

ID#

Date of Incident

School or College of Student Involved

College of Arts and Sciences

School of Education and Health Sciences

School of Business Administration

School of Engineering

Course in Which Incident Occurred

Description of Incident

Was Penalty Assessed?

Yes

No

Explanation of Penalty

Instructor's Signature

Date

The term instructor may refer to any faculty or staff member.

The instructor must inform the student that an Honor Code Violation Incident Report has been initiated, and an appeal procedure is available. Instructor's signature indicates that the student has been notified.

If the student does not discuss the incident with the instructor within five business days, or decides not to appeal, the instructor shall inform the department chair or program director in which the incident occurred and send the report form to the student's dean(s).

If the student decides to appeal the alleged incident, the report form will follow the student through the appeal process and eventually the form will be sent to the student's dean(s).

Student's Signature

Date

Signature only acknowledges that student is aware of accusation. Appeal process is on back of form.

If the student believes that an accusation of academic honor code violation or penalty is not valid, he or she may appeal in the sequential manner outlined in the University of Dayton Academic Honor Code, Section VI.

1. Appeal to the Department Chair or Program Director in which incident occurred.

Result of Appeal

Chair of Program Director's Signature

Date

2. Appeal to the department review committee in which incident occurred.

Result of Appeal

Review Committee Chair's Signature

Date

3. Appeal to the Office of the Dean in which the incident occurred.

Result of Appeal

Dean's Signature

Date

4. Appeal to the Office of the Provost.

Result of Appeal

Provost's Signature

Date

If during the appeal process, it is decided in favor of the student, no report will be placed in the student's file(s). If the student changes major, the report will be transferred to the new dean(s)'s office(s).