

Hutchinson Community College

Academic Honesty Violation Form

Faculty Member Section

- Student Name (Last, First):
 - HutchCC Student ID:
 - Instructor:
 - Course Title/Section Number:
 - Date of alleged violation:
-

Check type of violation

- | | | |
|--------------------------------------|--|--|
| <input type="checkbox"/> Cheating | <input type="checkbox"/> Dissimulation | <input type="checkbox"/> Security issues |
| <input type="checkbox"/> Fabrication | <input type="checkbox"/> Forgery | (passwords/login/privacy/ |
| <input type="checkbox"/> Plagiarism | <input type="checkbox"/> Sabotage | electronic files) |

Instructor Sanction & Explanation (attach supporting documentation, incl. written communication with student)

- ☐ Student warning from instructor
 - ☐ Instructor sanction: _____
-

Institutional Sanction Recommended by Instructor

- | | |
|---|---|
| <input type="checkbox"/> Removal from course | <input type="checkbox"/> Program dismissal |
| <input type="checkbox"/> Removal from course (grade of "F") | <input type="checkbox"/> College suspension |
| <input type="checkbox"/> Program suspension | <input type="checkbox"/> College dismissal |

Procedure

Instructor will communicate in writing via the student's HutchCC email account and/or LearningZone email account to the student suspected of violating the Academic Honesty Policy. That communication may include sanction(s). Department Chair will notify the student's academic advisor upon receipt of this form.

For each violation, the instructor will submit a completed Academic Honesty Violation Form to the Department Chair. Department Chair will notify the student's academic advisor upon receipt of this form.

Should the instructor choose to pursue institutional sanctions, the instructor shall notify the student in writing via the student's HutchCC email account and/or LearningZone email account. Instructor shall also submit a completed Academic Honesty Violation Form and all prior completed forms regarding said student to the Department Chair and the office of the VPAA with recommendation to proceed with specific Institutional Sanctions. Department Chair will notify the student's academic advisor upon receipt of this form. The decision of the VPAA on Institutional Sanction is final. Students failed and/or dismissed by the administration from a course as a result of academic dishonesty will receive a grade of F and will not be allowed to take a "W" for the course. The VPAA will notify the student's advisor of any institutional sanctions.

Instructor's Signature:

Date:

For Office Use by Department Chair/Vice President of Academic Affairs

Violation leading to recommendation for Institutional Sanction:

First

- ☐ Student notified
- ☐ AHV Form submitted to Dept Chair
- ☐ Advisor notified by Dept Chair

Second/Additional

- ☐ Student notified
- ☐ AHV Form submitted to Dept Chair
- ☐ Advisor notified by Dept Chair
- ☐ Due Process/ Dept Chair & VPAA

Institutional Sanction from VPAA

- ☐ Removal from course
- ☐ Removal from course (grade of "F")
- ☐ Program suspension
- ☐ Program dismissal
- ☐ College suspension
- ☐ College dismissal
- ☐ Advisor notified by VPAA

Department Chair Signature:

Date:

VPAA Signature:

Date:

Disposition of Appeal

☐ Denied ☐ Approved

VPAA Signature:

Date:

Date of appeal request:

Date of appeal:

Date student notified of decision: