

HONOR CODE INVESTIGATION FORM

This form is to be used to state facts that should be investigated when a violation of the Honor Code is suspected.

Please complete this form and both sign and date it. The completed form should then be submitted to the Associate Dean for Academic Affairs who will conduct an initial investigation to determine whether the matter should be resolved by either an informal or formal resolution.

I. INDIVIDUAL SUBMITTING STATEMENT OF FACTS:

Name _____ **Faculty** **Student** **Administrator/Other**

Address _____ Phone # _____

Email _____

II. NAME OF STUDENT ABOUT WHOM THE STATEMENT IS BEING MADE: _____

(Complete a form for each student involved in the incident)

III. DESCRIPTION OF THE RELEVANT FACTS:

Describe the specific conduct observed, including the date on which incident occurred, as well as the time and place. List the names of any possible witnesses. Please provide as much detailed information as possible [Use the back of this form if more room is necessary.]

_____ Date

_____ Signature

FOR OFFICIAL USE ONLY:

No further action to be taken _____

Informal resolution taken _____

Oral Reprimand _____

Written Reprimand _____

Other Action taken _____

Refer for formal investigation _____
