

# **ACADEMIC HONOR CODE VIOLATION FORM Notice to Faculty**



**Office of the Provost**  
DIVISION OF ACADEMIC AFFAIRS

- If a faculty member suspects a violation of the Academic Honor Code has occurred, the faculty member must schedule a meeting with the student and review all evidence (ex: tests, sources used, etc.) and request an explanation.
- If the faculty member believes a violation has occurred, a completed AHC Violation form will be provided to the student. The faculty member must contact the Office of the Provost to see if the student has any past violations of the Academic Honor Code.
- If this is the student's first violation and the student accepts responsibility and the proposed penalty by the faculty member, the student should sign the AHC Violation form.
- If this is the student's first violation and the student is not accepting responsibility for the alleged violation, the student's case will be heard by the Academic Hearing Board.
- If this is not the student's first violation, the case will be forwarded to the Academic Hearing Board.
- If the faculty member believes the penalty should be more than an F in the course, the case must be referred to the Academic Hearing Board.
- The student has three (3) calendar days to choose to sign the form or not.
- After the three (3) calendar days, the faculty member will forward all completed information to the Office of the Provost.
- Students will be unable to withdraw or drop this course while the academic honor code case is open.
- Please see the Academic Honor Code Policy for information about what constitutes a violation of the honor code.

**Please contact the Office of the Provost with any questions/concerns regarding this process at 910.521.6224 or via email at [provost@uncp.edu](mailto:provost@uncp.edu).**

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Please contact the Accessibility Resource Center, Oxendine Administrative Building, Room 110, or call 910.521.6695.

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**Name of instructor:**

**Course name and number:**

**Type of course:** On-campus      Online      **Level of course:** Undergraduate      Graduate

**Semester/term/session and year of violation:** Full      Fall      Spring      Summer      Winter      **Year:**

**name of student being charged:**

**Banner ID of student being charged:**

**Charge (check all that apply):** Cheating      Plagiarism      Fabrication and falsification

Abuse of academic materials      Complicity

**Description of violation (attach all supporting evidence):** Multiple Submission of Work

**Description of the faculty member's communication/meeting with the student:**

**Meeting location:** Phone      Email      Video conference      In-person      Other:

**Provide additional details about location (if applicable):**      **Date/time of the communication/meeting:**

**Description of penalty issued if student pleas responsible:**

**Instructor's printed name:**

**Date/time:**

**Instructor's signature:**

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## Notice to Student

This form serves as notice of an alleged violation of the Academic Honor Code.

After notification of the alleged violation, you have three (3) calendar days to seek advice and decide whether to sign this form. You may discuss your decision with any person you choose.

If you choose to sign this form, you are admitting responsibility for the violation and accepting the penalty listed.

If you do not choose to sign this form, you have a right to a hearing before an Academic Hearing Board (AHB) before any disciplinary penalty may be imposed for the alleged violation.

You will be notified of the AHB hearing five (5) calendar days before the scheduled date via official UNC Pembroke email.

If a student violates the Academic Honor Code during exam periods and/or during the summer session, then the student's case may be heard by an administrative hearing officer.

This form is kept on record for 10 years. If you are found responsible for or admit to another Honor Code violation, then this record may be used to help determine appropriate sanctions.

Please contact the Office of the Provost with any questions regarding this process at 910.521.6224 or via email at provost@uncp.edu.

I,

**have read this entire settlement form carefully and understand its significance. I accept responsibility for the outlined violation of the Academic Honor Code. I accept the penalty assigned and understand this agreement will be kept on file for 10 years. I understand that further violations of the Academic Honor Code may result in disciplinary suspension/expulsion from The University of North Carolina at Pembroke.**

**Student's printed name:**

**Student's signature:**

**Date/time:**