

Loyola Marymount University Academic Honesty Violation Form¹

Student's Name/Email

Student's University ID Number

Instructor's Name

Instructor's Department or Program

Instructor's Email

Course Number/Title

Semester and Year

Date of Discovery of Violation

Date of Initial Email Notification to the Student
(with copy to the Instructor's Supervisor)

Detailed Description of Violation (please include any supporting materials as an attachment to this form, including your syllabus and, if available, specific instructions for the assignment or activity). Please refer to the Academic Honesty Policy and Procedures for a description and examples of prohibited conduct.

Description of Sanction(s) Imposed by the Instructor. Please refer to the Academic Honesty Policy and Procedures for a description of sanctions.

¹ To be filled in either after the five days expired within which Student has to respond to the notification by the Instructor, or after the meeting between Student and Instructor if the Instructor concludes that the academic dishonesty occurred.

Description of special circumstances and/or comments on nature of this academic dishonesty to be considered in the process:

Outcome of Instructor/Student Conferal:

Student and Instructor are in agreement, and the sanction has been imposed.

Student and Instructor are not in agreement. The student is entitled to appeal.

Student and Instructor did not confer. (Please explain.)

By affixing their signatures below, the undersigned confirm that they have read this document.

Instructor Signature _____ Date

Student Signature ² _____ Date

The completed Academic Honesty Violation Form with all supporting evidence should be emailed as a PDF attachment to the Provost (provost@lmu.edu) with a copy to the Instructor's Supervisor and to the Student. The time stamp on this email will initiate the timetable for the appeals process.

The student has the right to appeal within five days of the filing of the Academic Honesty Violation Form. Appeal procedures are detailed in the LMU Academic Honesty Policy document.

² If no meeting takes place, the form is filed without the Student's signature.