

## Individual Review by Faculty of Suspected Academic Integrity Violations Form

Inform the student that s/he has the following rights in this process:

- The student has the right to know what rule was violated and how his/her behavior violated this rule.
- The student has the right to examine all evidence presented in support of the allegation.
- The student has the right to respond to the allegation.
- The student has the right to an advisor. See section 4.8 of the Luther College Honor Code in the Student Handbook for information on what an advisor can and cannot do.
- The student has the right to know the decision reached by the faculty member, and what (if any) sanction is being imposed.

The student's rights do NOT extend to the following:

- The student can request to have his/her case referred to the Honor Code Review Board for adjudication, but s/he does not have the right to demand that the case be referred. The faculty member has the discretion to decide if the case will be referred to the HCRB or if the individual review will proceed.
- If the evidence includes a statement from a student that witnessed the violation, the faculty member may withhold the name of the witnessing student but must show the statement to the student under review.
- Students do not have the right to view this form. If the student desires further information or conversation after the individual review is completed, s/he can consult the Luther College Honor Code section of the Student Handbook or the Provost (the Office of the Provost will have a copy of this form).

Faculty Member's Name: \_\_\_\_\_

Course: \_\_\_\_\_

Student's Name (please use a separate form for each student): \_\_\_\_\_

Date: \_\_\_\_\_

Description of the Suspected Violation:

Student Response to the Allegation:

Decision\*:

- ☐ No violation occurred
- ☐ A violation occurred, a warning has been issued, but no additional sanction is necessary
- ☐ A violation occurred, and the following sanction has been applied:
  - ☐ Student will be allowed to do the work over
  - ☐ Student will receive no credit for this assignment
  - ☐ Student's grade in the course will be lowered by:
  - ☐ Other:

\*Faculty should base their decisions on the case and evidence before them, even if they believe or suspect that the student has committed other violations in the past. By submitting this form to the Office of the Provost, the Provost can determine if there is a pattern of violations and if additional sanctions are appropriate.

Faculty Member's Signature: \_\_\_\_\_

Date Form was Completed: \_\_\_\_\_

Copies of this form must be submitted to the Office of the Provost and the Student Engagement Office as soon as possible. Submissions can be through campus mail or email. Please attach to this form any evidence used or other relevant documentation.

[form created 4/12/2012, Campus Life Committee; updated 10/25/2021]