

Longwood University Honor Charge Form

I, _____, hereby file a claim for a disciplinary proceeding and charge
(Name of Complainant(s) – Person filing Charges)

_____, with allegedly violating the Honor Code.
(Name of Respondent(s) – Person being Charged)

The incident occurred on _____ at _____ in _____.
(Day/Date) (Time) (Location)

List the name(s) of any witness(es) involved in the incident. Student Conduct will notify the person(s), and request that they appear at the hearing.

List the evidence that can be identified at the time of filing, which can be presented at the hearing. (Evidence from cases involving academic charges should be submitted at the time of filing.) In the space below, and on additional paper as needed, give a complete statement of the facts related to the alleged violation.

Section 1. Academic Cheating:

___ a) Assistance - Intentionally giving or receiving help on written assignments, examinations, or on any work without prior permission of the instructor.

___ b) Outside Sources - Looking at materials, or devices, or another's materials (including, but not limited to, texts, notes, papers, smart devices, etc.) with intent to gain or give unfair academic advantage without permission of the instructor.

___ c) Conduct - Talking or signaling to a person while taking a quiz, test, or examination, with intent to gain or give unfair academic advantage, without permission of the instructor.

___ d) Collaboration - Collaborating with another person with the intent to give or gain unfair academic advantage, without prior permission of the instructor.

___ e) Substitution - Substituting for another person or permitting another person to substitute for one's self during a class, test or examination.

___ f) Previous Work - Submitting work that has been previously written for another class or for another purpose, without prior permission from the instructor.

___ g) Bribery or Coercion - Bribing or threatening another to gain academic advantage for one's self or another. This includes, but is not limited to offering money, sexual favors, a service, or items in exchange for grades or any type of academic advantage.

___ h) Advantage - Demanding a service, item, or condition through the use of physical or mental force from another student, faculty member, administrator, or staff member in order to obtain academic advantage, a material item, or some condition.

Section 2. Plagiarism:

___ a) Purchasing - Purchasing an assignment, test, exam, paper or other work and submitting it as one's own work.

___ b) Misrepresentation – Taking or copying another's work and handing it in as one's own.

___ c) Sources - Intentionally attributing or footnoting an incorrect source.

___ d) Appropriating - Appropriating passages or ideas from another and using them as one's own without proper documentation.

___ e) Original Work - Quoting or utilizing an outside source on an assignment, test, exam, paper, or other work with or without citation when it is requested by the instructor to present one's own work.

Section 3. Cheating:

- ___ a) Disciplinary Interference - Interfering with the disciplinary process by engaging in any activity that disrupts, unfairly influences, or obstructs the process, including but not limited to, intimidating, coercing, or threatening any witness, hearing board member, or other participant involved in the process.
- ___ b) Confidentiality - Distributing, announcing, or publicizing confidential disciplinary information, without written permission, except as otherwise permitted by University policy.
- ___ c) Student Elections - Interfering or tampering with student elections, voting, vote procedures, or regulations for any election as set forth by the Student Government Association.
- ___ d) Competition - Cheating or attempting to gain unfair advantage in any formal or informal University tournament, game, contest, or competitive event.
- ___ e) Electronic - Engaging in electronic fraud, trespass, theft, embezzlement, modification of information, or invasion of privacy.
- ___ f) Tampering - Tampering with electronic files, information, programs or data other than one’s own without proper authorization, or degrading hardware, software, or circumventing electronic security measures. This includes violations of vendor copyright agreements.
- ___ g) Resources - Depriving or attempting to deprive other users of resources or access to resources (physical or electronic).

Section 4. Stealing:

- ___ a) Property - Stealing or attempting to steal personal, University, or other property.
- ___ b) Authorization - Using personal, University, or other property without authorization.
- ___ c) Resources - Taking academic or library materials or resources with the intent to deprive another, or gain unfair academic advantage.
- ___ d) Copyright - Reproducing materials that are protected by copyright without written authorization.
- ___ e) Funds Misuse - Making two or more insufficient fund payments to the University, misuse of a credit card in a transaction, failure to pay debts/obligations to the University after notification, or misuse of University funds.

Section 5. Lying:

- ___ a) Falsifying Information - Giving false information to any student, staff member, faculty member, administrator, or other official with the intent to lie, deceive, or conceal.
- ___ b) Falsifying Documents - Falsifying documents or falsifying official records (e.g., admission records, grades, parking decals, computer information, registration materials, or office records) in any manner.
- ___ c) Pledge of Honor - Violating the Pledge of Honor, or being aware of a violation of any aspect of the Honor Code of Conduct and not reporting it to a University official and/or the Office of Student Conduct and Integrity.
- ___ d) Altering Identification – Altering personal identification to read falsely.
- ___ e) False Identification – Possessing or using another’s identification, or allowing another to possess or use one’s own personal identification, for the purpose of lying, deceiving, concealing, or gaining unauthorized access to any University owned or managed property or building.
- ___ f) Misrepresentation – Misrepresenting one’s credentials, or falsifying materials to misrepresent oneself.

Complainant’s Signature

Date of Filing

Director of Student Conduct and Integrity or Designee

Date of Review

RETURN FORM TO: Office of Student Conduct and Integrity, Lancaster G-08A.

Office Use Only:

Resolved by: [] Agreed Resolution [] Administrative Hearing [] Honor and Conduct Board [] University Disciplinary Board