

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 of Conduct Standards and
(Name of Respondent(s) – Person being Charged)

Regulations as indicated in the Longwood University Student Handbook.

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

List the name(s) of the witness(es) involved in the incident. Student Conduct will notify the person(s) to 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: Intentionally giving or receiving help on written assignments, examinations, or on any work without prior permission of the instructor.
- ___b: Looking at another's test paper or other material (i.e., texts, notes, papers) with intent to gain or give unfair advantage without permission of the instructor.
- ___c: Talking or signaling to a person while taking a quiz or examination, with intent to gain or give unfair academic advantage, without permission of the instructor.
- ___d: Collaborating with another person with the intent to give or gain unfair academic advantage, without prior permission of the instructor, in preparing written work.
- ___e: Substituting for another person or permitting another person to substitute for one's self during an examination.
- ___f: Turning in a paper or other work that has been previously written for another class or for another purpose, without prior permission of the instructor.

Section 2. Plagiarism:

- ___a: Handing in as one's own a paper or assignment purchased from a term paper service or any other source.
- ___b: Copying another's paper or work and handing it in as one's own.
- ___c: Taking a paper or work from a file not one's own and handing it in as one's own.
- ___d: Intentionally footnoting an incorrect source.
- ___e: Appropriating passages or ideas from another and using them as one's own without proper documentation.
- ___f: Quoting a written source on an exam, test, paper, or homework assignment without citation when it is requested by the instructor to present one's own work.

Section 3. Non-academic Cheating:

- ___a: Failing to follow through or complete any sanction (e.g., admonition, loss of privilege, work assignment, fines, restitution, disciplinary probation, suspension or expulsion) given by a hearing body or officer. Violations of failing to follow through with a sanction will be sent to an administrative Hearing Officer for a disciplinary hearing.
- ___b: Interfering with the disciplinary process (e.g., engaging in activity which disrupts, unfairly influences, or obstructs the disciplinary process) of the University.
- ___c: Attempting to influence, intimidate, or threaten any witness, board member, or other participant involved in the preparation or presentation of a case.
- ___d: Distributing, announcing, or publicizing confidential disciplinary information, letters, or decisions without written permission of the accused, except as otherwise permitted.
- ___e: Interfering or tampering with student elections, voting, voting count procedures, or regulations for any election as set forth by the Student Government Association.
- ___f: Cheating or attempting to gain unfair advantage in any formal or informal Longwood tournament, game, contest, or competitive event.

Section 4. Cheating By Using Computers:

- a: Engaging in computer fraud, trespass, theft, embezzlement, changing of information, or invasion of privacy.
- b: Tampering with computer files or information that belongs to someone else.
- c: Using the computer to examine, modify, or copy programs or data other than one’s own without proper authorization. This includes violations of vendor copyright agreements.
- d: Attempting to degrade computer hardware or software performance or to circumvent its security.
- e: Depriving or attempting to deprive other users of resources or access to a computer.

Section 5. Cheating By Using Bribery or Coercion:

- a: Bribing or threatening a person to gain academic advantage for one’s self or another.
- b: Offering money, sexual favors, service, or items in exchange for better grades or any type of academic advantage.
- d. Demanding some 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, some material item, or some condition.

Section 6. Stealing:

- a: Stealing or attempting to steal personal, Longwood, or other property.
- b: Using personal, Longwood, or other property without authorization.
- c: Possessing property that is known to be stolen.
- d: Taking academic or library materials with intent to deprive another or gain unfair academic advantage.
- e: Using equipment to reproduce materials that are protected by copyright.
- f: Making two or more insufficient fund payments to the University, misuse of a credit card in a transaction with the University, or failure to pay debts/obligations to the University after notification.

Section 7. Lying or Falsifying Information:

- a: Giving false information to any student, staff member, faculty member, administrator, or other official with the intent to lie, deceive or conceal.
- b: Falsifying information or falsifying official records (e.g., admission records, grades, parking decals, computer information, registration materials, or office records) in any manner.
- c: Violating the Pledge of Honor by giving or receiving help on work, or being aware of a violation of any aspect of the Honor Code and not reporting it to a Longwood Official and/or the Honor Board.

Section 8. False Identification:

- a: Altering a personal identification to read falsely.
- b: Possessing or using another’s identification for the purpose of lying, deceiving, concealing, or gaining unauthorized access to any University building.
- c: Allowing another to possess or use one’s personal identification for the purpose of lying, deceiving, concealing, or gaining unauthorized access to any Longwood building.
- d: Misrepresenting one’s credentials.

Complainant’s Signature

Date of Filing

Associate Dean of 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 & Conduct Board [] University Disciplinary Board