

# How to File an Academic Misconduct Violation

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# Why should you file?

- The Aggie Honor Code
- Learning depends on honesty and trust
- Truthfulness is fundamental to the learning process
- Fairness
- Moral conduct
- Integrity

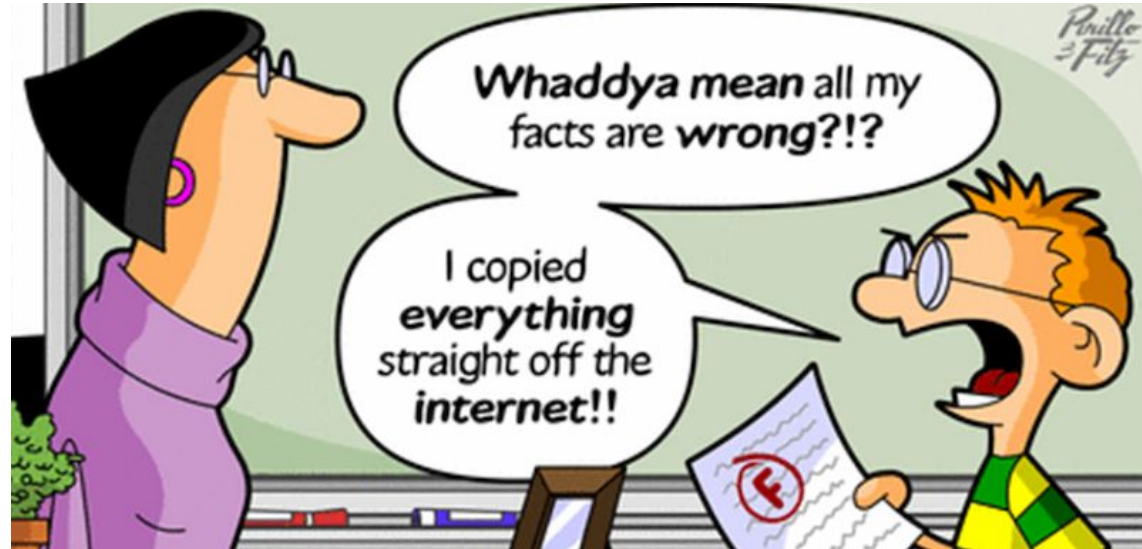
**AGGIE CODE OF  
HONOR**

**AN AGGIE DOES NOT LIE, CHEAT, OR STEAL, OR  
TOLERATE THOSE WHO DO.**

# When to file?

When a student is found to be..

- Plagiarizing
- Cheating
- Fabricating information
- Falsification
- Multiple submissions



# Where to file?

<https://www.tamug.edu/honorsystem/index.html>

TEXAS A&M UNIVERSITY  
AT GALVESTON

Galveston Aggie Honor System Office

FIND INFO FOR: Future Students

[About Us](#) [Honor Council](#) [Process Details](#) [Sanctions](#) [Resources](#) [Contact Us](#)

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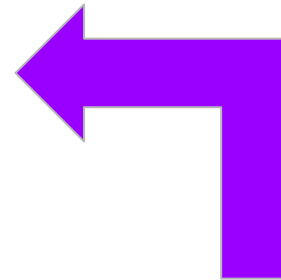
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[Academic Misconduct Descriptions](#)

[File an Honor Code Violation Report](#)

[File an Appeal](#)

[Contact](#)



CLICK HERE!!!

# Old form

## Galveston Aggie Honor System Office HONOR CODE VIOLATION FORM



We are in the process of changing these forms to the new forms to be attached to the website links

### Information for the Instructor

Instructors must use this form to report all alleged Honor Code violations. **If there is more than one student involved in the alleged Honor Code violation, you must complete an Honor Code Violation Form for each student.**

As the instructor, you have the option to handle the case on your own (autonomously) or refer it to the Honor Council. You will want to review the process for each option via the following web addresses:

- **Adjudication Process – Instructor (Handle the Case Autonomously)**
  - <https://www.tamuga.edu/honorsystem/Processes/instructorprocess.html>
- **Adjudication Process – Honor Council**
  - <https://www.tamuga.edu/honorsystem/Processes/honorcouncilprocess.html>

Regardless of the adjudication process you select, the Honor Code Violation Form must be completed and submitted to the Office for Community Standards. Completed forms (and copies of any supporting documentation) may be scanned and emailed to [ocs@tamuga.edu](mailto:ocs@tamuga.edu) or deliver the hard copies to Buzz Refugio in Room 7115G of Texas A&M Maritime Academy Hall. **Please make sure to provide a copy of the completed form to the student and keep a copy for your records.**

Before you select your option, you should meet with the alleged violator. In the meeting, you will inform the student of the violation and give him/her the opportunity to be heard. *[NOTE: If you are not able to make contact with the student, you may still handle the case autonomously and submit the completed Honor Code Violation Form with the notation "Student was not available for response" in the student response section of this form.]*

During the meeting with the student, you will determine if there has been a violation of the Honor Code. If no violation is found, the case is dropped and no action is taken. If you determine there has been a violation of the Honor Code, you will need to determine the severity of the Honor Code violation and assess an appropriate sanction. Descriptions of Academic Integrity Sanctions can be found at <https://www.tamuga.edu/honorsystem/sanctions.html>.

# New form



## Honor Code Violation (Academic Misconduct) Form

### INFORMATION FOR THE INSTRUCTOR

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# Adjudication Process for the Instructor



**Step 1:** When there has been an alleged offense against the aggie code of honor the instructor **MUST** report the incident to the honor council. If this is the students first offense the instructor does have the choice to handle the case autonomously. However, if this is not the students first offense it must be handled by the honor council.

**Step 2:** If the instructor decides to handle the case autonomously then they will meet with the student and give them a chance to be heard.

**Step 3:** The instructor will determine during the meeting if there has been a violation. If so, the instructor can either file a report autonomously or may file the report and refer to the honor council. If no violation occurs then the case will be dropped with no further steps.

**Step 4:** If the instructor decided to handle the case autonomously still then they will determine the severity of the violation and assesses a sanction from the honor council and notify the student of the sanction(s) and the appeals process.

**Step 5:** If the instructor determines the case deserves an out of university sanction then the case is referred to the honor council for adjudication.

**Step 6:** If the student accept the sanction(s) the form is filled out and then the honor code violation form is filled out and kept on record.

**Step 7:** If the student does not accept the sanction(s) the student will have a meeting with the Galveston Aggie Honor System Office and begins the appeal process with the case manager.

**Step 8:** If after the meeting and the instructor is still unsure about the violation then the case can be filed and go to the Honor Council for adjudication.



# Adjudication Process for The Honor Council



Once referred to the honor council by the reporting party then....

**Step 1:** The Galveston Aggie Honor System appoints one student and one faculty member to investigate. As well as schedule a meeting with the reporting party.

**Step 2:** The case investigator gather information including the course syllabus and assignment guidelines. The information shared between the reporting party and investigators remain confidential.

**Step 3:** Next, the investigators meet with the alleged violator. The alleged violator may give names to clarify information on the case

**Step 4:** The case investigators write a summarizing report along with all documents collected and is sent to the case manager

**Step 5:** The investigators then determine if there is enough information to support a violation...

- A. If there is not enough evidence the Galveston Aggie Honor Office is informed and will keep an event file, this does not have references to the alleged violators name.
- B. If there is enough evidence and goes on to form a hearing panel. The reporting party and alleged violator have a chance to review the case before the hearing.

**Step 6:** The case manager assigns 2 student members and 2 faculty member for the hearing, only three of these members are voting.

**Step 7:** The time and date of the hearing is set by the Galveston Aggie Honor Office. The case and materials will not be discussed beforehand by the council members.

**Step 8:** The hearing panel member listen to all the information then deliberate in private.

**Step 9:** The members first deliberate if the student is responsible or not for the violation. If the decision has been found to hold the student responsible then sanctions are decided.

**Step 10:** The violator is informed of the decision and either receives an F\* in the class or is sanctioned to complete the Academic Integrity Remediation Program in which the student will contact the Galveston Aggie Honor System Office for further instructions.

# Any Questions

Contact Information:

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