

PROCESS FOR REPORTING HONOR CODES VIOLATIONS

Step 1: Call the Dean of Student's Office to find out if this is the student's first violation. **352-392-1261**. You just need a UFID for the accused.

- If this is NOT the first violation, skip to step 5 and submit an incident report online. *You may be asked to attend a hearing later.*
- If this IS the student's first violation (very likely), go to step 2.

Step 2: Document the details of the incident immediately and collect any related evidence to support your accusation.

Step 3: Review this faculty/student resolution form and decide what sanctions you feel are appropriate: https://sccr.dso.ufl.edu/wp-content/uploads/sites/4/2017/08/Student_SCCR_Resolution_Agreement.pdf

Step 4: Contact the student to meet with you as soon as possible to discuss the issue and ask them to make a decision about their responsibility and the sanctions you've outlined on the faculty/student resolution form. They need to check one of the three boxes at the top of the form and sign it. They have 24 hours to do so. Their options are:

- I accept responsibility and the sanctions (*no hearing needed*)
- I accept responsibility but do not accept the sanctions (*there will be a hearing*)
- I do not accept responsibility and, therefore, do not accept the sanctions (*there will be a hearing*)

Step 5: Once the student returns the form, go to this site and submit the incident report (it will allow you to attach a copy of the signed form): https://forms.dso.ufl.edu/public_report/index.php/pid640006?

If you have any questions, feel free to explore the DSO website (Student Conduct & Conflict Resolution: <https://sccr.dso.ufl.edu/>)

(The aforementioned process was provided by Dr. Ahlgren who serves on the hearing committee for such cases).