

Initial Notice of AHP Violation

This completed form will be presented at the initial meeting between the instructor and the student as a means to inform the student of the violation and provide a short summary and access to the procedure for an appeal. Each student has a right to appeal an AHP sanction and should read the AHP website for the complete policy.

Name of faculty member reporting an AHP violation:

Name and Benedictine University student ID number of student charged with an AHP violation:

Course and section number:

Date student was notified of sanction:

Date, time, and place of AHP violation:

Describe, in detail, the AHP violation:

Why was the student's action a violation of the AHP or the instructor's course policy as delineated in the syllabus?

Instructor's sanction:

Additional comments:

After notification of the AHP violation and sanction, the student has a specified time to appeal in writing to the instructor as to why the sanction should not be imposed. The student may request that the Department Chair/Program Director/Associate Dean be brought in to mediate the situation if the student deems this necessary or desirable. However, the decision to uphold or deny the appeal lies solely with the instructor. The instructor will inform the student in writing of the decision regarding the student's appeal. If the sanction is upheld, the instructor will forward the forms and materials to the Provost's office.

Please carefully review the procedures and timelines for the AHP on the website at www.ben.edu/AHP and the flowchart of the process [AHP Chart](#)