



Office of Student Conduct and Community Standards
Student Center, Suite 318
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SETTLEMENT OF A CHARGE OF ACADEMIC DISHONESTY

NOTICE TO THE INSTRUCTOR

Please complete this form fully. Attach a brief description of the facts and any accompanying documentation believed to constitute the violation. Have the student sign the brief description and any accompanying documents to confirm they have reviewed all documentation. **Their signature on the description and accompanying documents does NOT necessarily indicate agreement with the facts. This settlement of academic dishonesty is not considered official until approved by the Assistant Dean of Students for the Office of Student Conduct and Community Standards or by his/her designee.**

CHARGE OF ACADEMIC DISHONESTY

I charge _____, TUID # _____, with
(Last Name), (First Name)

violating the Academic Dishonesty Policy as described in the Student Conduct Code, which occurred in

my course, _____, course number _____, section number _____,
(Department & Title of the course)

during the _____ semester/session, 20 _____.

I recommend the following sanction(s): (check any that apply)

- GRADE REDUCTION**
- FAILURE ON THE ASSIGNMENT/EXAM**
- FAILURE IN THE COURSE**

Instructor Signature _____ Date _____

NOTICE TO STUDENT

1. **You are not required to sign this form.** This form is intended to provide notice to the Office of Student Conduct regarding academic dishonesty. If you do not agree with the above charge or academic sanction, you may appeal this decision through the appropriate grade grievance or grade appeal process.
2. If you sign this form, you are accepting responsibility for the alleged violation, the described incident, and the sanction(s) listed on the above section.
3. Your instructor may assign one or several of the following sanctions: Grade reduction, failure on the assignment/exam and/or failure in the course, which should be specified in the previous section.
4. **This settlement of academic dishonesty is not considered official until approved by the Assistant Dean of Students for the Office of Student Conduct and Community Standards or by his/her designee.** If you have prior findings of responsibility for academic dishonesty matters, or other conduct issues, you understand that this agreement may not be binding and, at the University Code Administrator's sole discretion, you may be required to have your case heard through the ordinary conduct process, which could result in sanctions up to and including expulsion from the university.

Student: I have read this entire settlement form and accompanying documentation carefully and understand its significance. I take responsibility for violating the [Academic Dishonesty and Impropriety](#) clause (Section III,C.1, p. 7-8) of the Student Conduct Code, accept the assigned sanctions, and understand that this agreement will be kept in my conduct file for seven years after the last date of attendance.

Student Signature _____ Date _____

Instructions:

When using the *Settlement of a Charge of Academic Dishonesty* form, a faculty member should meet with the student suspected of violating the [Academic Dishonesty and Impropriety](#) clause of the Student Conduct Code (Section III,C.1, p. 7-8), and discuss the matter. If the faculty member decides that sufficient evidence exists that a violation has occurred, the faculty member should complete and sign the *Settlement of a Charge of Academic Dishonesty* form. The faculty member must indicate the nature of the violation and the penalty to be applied before giving the form to the student for review. If requested, the student should be allowed a short time period to seek advice and determine if they wish to sign the form.

If the student agrees to sign the *Settlement of a Charge of Academic Dishonesty* form, admitting responsibility for the violation and accepting the academic penalty proposed, the faculty member then imposes a sanction unless there is a history of prior academic dishonesty violations. The faculty member must send the signed settlement form to the Office of Student Conduct and Community Standards where the form will be processed. The matter is concluded if the student has no other academic dishonesty violations. If the student decides not to sign this form, the faculty member may refer the case to the Office of Student Conduct and Community Standards or they may impose the academic sanction, which can be appealed through the appropriate grade appeal or grade grievance process.

Sanctions the Faculty member may impose:

1. Grade Reduction
2. Failure on the assignment/exam
3. Failure in the course

Where the referred incident is a possible repeat academic dishonesty, the faculty member and the Assistant Dean of Students for the Office of Student Conduct and Community Standards will discuss the possibility of a hearing through the Office of Student Conduct and Community Standards to consider sanctions other than a grade reduction.

When forwarding this document to the Office of Student Conduct and Community Standards the following items should be attached:

1. A copy of the student's work (paper, exam, or other items)
2. The faculty member's written description of the violation (including the date and time the assignment was submitted)
3. A copy of the course syllabus
4. A copy of any sources from which a student may have plagiarized.
5. A copy of documents from SafeAssign, web searches, or similar materials (if any)
6. Witness statements (if any)
7. Notify the appropriate academic office within your college