



**Office of Student Conduct and Community Standards**

Student Center, Suite 318

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## **SETTLEMENT OF AN ACADEMIC DISHONESTY CHARGE**

### **INSTRUCTIONS**

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If a faculty member chooses to use the *Settlement of an Academic Dishonesty Charge* form (located on p.3 & 4), a faculty member should complete the following action steps:

1. 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.
2. If the faculty member decides that sufficient evidence exists that a violation has occurred, the faculty member should complete and sign the attached *Settlement of an Academic Dishonesty Charge* form.
  - a. 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.
  - b. If requested, the student should be allowed a short time period to seek advice and determine if they wish to sign the form.
3. If the student agrees to sign the *Settlement of an Academic Dishonesty Charge* form, admitting responsibility for the violation and accepting the academic penalty proposed (Resolution 1) or pleading 'no contest' (Resolution 2), the faculty member then imposes a sanction *unless* there is a history of prior academic dishonesty violations, which will be determined by the Office of Student Conduct and Community Standards.
4. The faculty member must send the signed settlement form (pages 3 & 4 of this packet) via email to the Office of Student Conduct and Community Standards at [sccs@temple.edu](mailto:sccs@temple.edu) where the form will be processed. The matter is concluded if the student has no other findings of responsibility for academic dishonesty.
5. 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.
6. If the student chooses Resolution 3 (pg. 4 of this packet), the faculty member should refer the case to the Office of Student Conduct and Community Standards for a hearing.

Sanctions the Faculty member may impose:

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

Where the referred case is a possible repeat incident of academic dishonesty, the faculty member and the Assistant Dean of Students for 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 and/or course failure.

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

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

**Please send the completed form via email to the Office of Student Conduct and Community Standards at [sccs@temple.edu](mailto:sccs@temple.edu).**

Email: [sccs@temple.edu](mailto:sccs@temple.edu)

## Updated and Revised August 2018

NOTICE TO STUDENT

1. This form is intended to provide notice to the Office of Student Conduct regarding academic dishonesty. You are not required to sign this form. If you do not sign this form, this incident will be heard through the student conduct process to determine if there was a violation of the Student Conduct Code and if so, what sanction(s) is(are) appropriate.
2. If you sign this form, you are accepting responsibility for the alleged violation, the described incident, and the sanction(s) listed on the previous page.
3. **This settlement of academic dishonesty is not considered official until approved by the Assistant Dean of Students for 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. Please check one:

- ☐ Resolution 1. 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 my last date of attendance.
- ☐ Resolution 2. I do not take responsibility for violating the [Academic Dishonesty and Impropriety](#) clause (Section III,C.1, p. 7-8) of the Student Conduct Code, but I am waiving my right to a hearing and will accept the sanction the faculty has determined.
- ☐ Resolution 3. I do not take responsibility for violating the [Academic Dishonesty and Impropriety](#) clause (Section III,C.1, p. 7-8) of the Student Conduct Code and I would like a hearing held through the Office of Student Conduct to determine a finding (and assign sanctions if applicable).

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

\*Refusal to sign this form is not an admission of responsibility. However, refusal to sign the form will result in a conduct referral to the Office to Student Conduct and Community Standards.