

University of North Carolina at Charlotte

Settlement of a Charge of Academic Integrity Violation

Non-Course Academic Integrity Cases

INSTRUCTIONS

These instructions are to be used in conjunction with the UNC Charlotte Code of Student Academic Integrity. They are not a substitute for the Code and should not be used as such. Matters that can be resolved through this settlement form include allegations of dishonesty in academic work outside the context of an academic course, such as in the preparation of materials submitted as a program or degree requirement, or dishonesty in sponsored academic programs or sponsored academic activities.

When a faculty member acquires evidence that a student has been dishonest in his/her academic work, he/she must first contact the Dean of Students Office (704-687-0345), where records of first violations are kept, and provide the student's name and 800 number to determine whether this is a first violation for this particular student.

1. If this is **NOT** a first violation for this student, the faculty member **MUST** report this case to the Chair of the Academic Integrity Board (AIB), if any penalty is to be imposed. Second and subsequent offenses may not be handled with the settlement form and must be forwarded to the Chair of the AIB.
2. If this **IS** a first violation for this student, then the faculty member must decide whether to handle the case with the settlement form or take it to the AIB. In making this decision, the faculty member must remember that the greatest penalty that can be given to the student through the settlement form is suspension for one academic year. If a more severe penalty is deemed appropriate for the infraction, then the case must go to the AIB.

IF THE SETTLEMENT FORM IS TO BE USED, the faculty member must:

1. Meet with the student in person and present the evidence.
2. Request an explanation from the student. Remember that the student has a right to offer an explanation after being told the evidence.
3. After hearing any explanation, determine whether a violation has occurred.
4. If it is determined that a violation has occurred, complete and sign the "Faculty Member" section of the settlement form. Provide enough information so that it is clear when, where, and how the violation occurred. Use an additional sheet of paper if necessary (be certain to initial additional pages).
5. Give the settlement form to the student. Tell the student that he/she has three business days to decide whether to admit guilt and accept the penalty. Encourage the student to consider the matter carefully and to seek any assistance or advice from the Dean of Students Office, the Student Government Judicial Branch, or the Chair of the Academic Integrity Board to make an informed, deliberate decision.

IF THE STUDENT DECIDES TO ACCEPT THE PENALTY during the three-business-day period, he/she must sign the settlement form in the faculty member's presence. **The settlement is irrevocable.** The faculty member then forwards the form to the Dean of Students Office and imposes the penalty agreed upon. The Dean of Students will keep the settlement form on record for eight years.

IF THE STUDENT REFUSES TO SIGN THE SETTLEMENT FORM, then the faculty member may:

1. Take the case to the AIB by calling the Chair of the Academic Integrity Board.
2. Drop the entire matter. This should only be done if the evidence is insufficient to warrant a decision of guilty by the AIB. When there is doubt, consult with the Chair of the Academic Integrity Board.

The full text of University Policy 407, The Code of Student Academic Integrity, can be found at <http://legal.uncc.edu/policies/up-407>

SETTLEMENT OF A CHARGE OF NON-COURSE ACADEMIC INTEGRITY

NOTICE TO STUDENT:

1. You are not required to sign this form. If you do sign this form, it must be signed in the presence of the faculty member bringing the academic integrity charge against you.
2. If you do not sign this form, you have a right to a hearing before a neutral faculty-student panel before any disciplinary penalty may be imposed for this offense charged.
3. You have three business days to seek advice and to decide whether to sign. You may discuss your decision with any person you choose, including student advisors participating in the Student Government Judicial Branch, the Chair of the Academic Integrity Board, or staff members in the Dean of Students Office (704-687-0345).
4. If you sign, you are admitting guilt and accepting the penalty shown.
5. If you sign, this form is kept on record for eight years and may be used against you if you commit another academic disciplinary offense. This settlement form is not disclosed to prospective employers or to other schools to which you may apply.
6. A grade received owing to an admitted academic dishonesty violation shall not be replaced if the course is repeated. This exception is not subject to appeal or academic petition.

FACULTY MEMBER: (See page 1 of this document for instructions on the use of this form)

I charge the student listed below with a violation of the Code of Student Academic Integrity as indicated:

Student's Name _____ UNCC ID# 800-_____ - _____

Purpose of Non-Course Work: Provide a brief description of the non-course academic work (use an extra sheet of paper if necessary and initial additional pages).

Violation (check all applicable): ___ Cheating ___ Fabrication/Falsification ___ Multiple Submission
___ Plagiarism ___ Abuse of Academic Materials ___ Complicity in Academic Dishonesty ___ Group Work

Violation Description: Provide a brief description of the facts believed to constitute the violation (use an extra sheet of paper if necessary and initial additional pages).

If the student admits guilt by signing this form, I will apply only the following penalty:

Faculty Member's Signature _____ Date _____ Time _____ am/pm

PRINT NAME (Faculty Member) _____ DEPARTMENT _____

STUDENT:

I have read this entire settlement form carefully and understand its significance. I admit to committing the offense charged by the faculty member, accept the penalty assigned, and understand that this agreement will be kept as a first offender's file in the Dean of Students Office for eight years. I understand that this settlement cannot be revoked once I have signed it.

Student's Signature _____ Date _____ Time _____ am/pm