

# University of North Carolina at Charlotte

## Settlement of a Charge of Academic Integrity Violation

### *Course-Related 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.

When a professor acquires evidence that a student has been dishonest in his/her course, 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 professor **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 professor must decide whether to handle the case with the settlement form or take it to the AIB. In making this decision, the professor must remember that the greatest penalty that can be given to the student through the settlement form is an "F" in the course. 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 professor 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 "Instructor" 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 professor's presence. **The settlement is irrevocable.** The professor 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 professor 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 ACADEMIC DISHONESTY FORM**

**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.

**INSTRUCTOR:** (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# \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Course Name \_\_\_\_\_

Course Prefix \_\_\_\_\_ Section Number \_\_\_\_\_

Semester \_\_\_\_\_ Year \_\_\_\_\_ Undergrad \_\_\_\_ Grad \_\_\_\_

**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:*

Instructor's Signature \_\_\_\_\_ Date \_\_\_\_\_ Time \_\_\_\_\_ am/pm

PRINT NAME (Instructor) \_\_\_\_\_ DEPARTMENT \_\_\_\_\_

**STUDENT:**

I have read this entire settlement form carefully and understand its significance. I admit to committing the offense charged by the instructor, 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