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Clear Form

University of North Carolina at Charlotte
Informal Resolution of Academic Integrity Violation
Course related and Non-Course related Academic Misconduct

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. The full text of the Code can be found at http://legal.uncc.edu/policies/up-407. The official version of this form, found at scai.uncc.edu, must be used and will not be valid if it is edited to suit individual instructor or department needs.

Instructors may use the Informal Resolution procedure for a first time violation to address the offense(s). To determine if this is the student's first violation, please contact Student Conduct & Academic Integrity (704-687-0336). When considering an Informal Resolution, the instructor should know:

- The most severe sanction that can be given to the student is an "F" in the course for an undergraduate student and a "U" in the course for a graduate student.

  NOTE TO STUDENTS: **Accepting a failing grade for the course may have additional academic or financial consequences, as indicated in the undergraduate catalogs, graduate catalog, scholarship information, etc.**

- If it is (a) a severe first offense, (b) a second or subsequent offense, (c) the student declines an offered resolution, or (d) if a more severe penalty is appropriate, the instructor must complete the Academic Integrity Charge Form.

STEP 1: Meet with the student(s) in person and present the evidence:

Share all relevant materials/information with the student at this time. After the meeting, the student has up to three business days in which to consider whether to accept an Informal Resolution and/or discuss any questions or concerns with Student Conduct & Academic Integrity staff or the Academic Integrity Board (AIB) Chair (aa-aib@uncc.edu).

- Encourage the student to consider the matter carefully and to seek any assistance or advice so they make an informed, deliberate decision.
- If the student requests time to do this, the instructor should schedule another appointment with the student, allowing the student time to have all questions answered.
- **Remind the student that once they have received notice that they are charged with an academic misconduct offense, a grade for the course will still be issued, even if the student withdraws from the course.**

STEP 2: Complete the following information:

Student Name:_____SID#:_____ Incident Date:_____

Instructor Name: _____ Dept: _____

If course related, please indicate: Course:_____ Section #:_____ Semester & Year:_____

If non-course related, please describe program or academic activity: _____

Indicate Type of Violation (To determine the appropriate violation, see Chapter 6 of the Code of Student Academic Integrity):

- ☐ Cheating
- ☐ Fabrication
- ☐ Falsification
- ☐ Misuse of Academic Materials
- ☐ Multiple Submission
- ☐ Plagiarism
- ☐ Unauthorized Collaboration

STEP 3: Provide a summary of the incident, including copies of all relevant materials. If submitting the completed form electronically, a space is provided for your written summary and to upload relevant materials. Otherwise, please attach a written summary and materials to this form.

STEP 4: Instructor's Recommended Sanction

To consult on the recommended sanction, please contact Student Conduct & Academic Integrity.

- ☐ Written Warning
- ☐ Resubmission of Academic Exercise (with or without grade penalty). If grade penalty, please list penalty:_____
- ☐ Reduction in grade on the assignment, examination, or academic exercise. Reduce grade to: _____
- ☐ Reduction in grade for the course. Reduce course grade to: _____
- ☐ For Undergraduates: No credit for the course, resulting in an "F" as the final grade Please note that a grade received due to an academic dishonesty violation may not be replaced if the course is repeated. This provision is not subject to appeal or academic petition.

☐ For Graduate Students: No credit for the course, resulting in a "U" as the final grade Please note that a grade received due to an academic dishonesty violation may not be replaced if the course is repeated. This provision is not subject to appeal or academic petition.

☐ Educational sanctions, including but not limited to:

- ☐ Writing Resource Center Referral - Designed for students found responsible for plagiarism, specifically struggling with paraphrasing.
- ☐ EndNote Workshop with Atkins Library - Designed for students found responsible for plagiarism, specifically struggling with citations.
- ☐ Personal Academic Consultations (PACs) with UCAE -Designed to help students develop time management and communication skills, study habits, and other relevant academic skill building topics.
- ☐ Meeting with Staff in Student Conduct & Academic Integrity - Designed for students who have engaged in intentional cheating behaviors.

☐ Other, please describe: _____

* Please note, sanctions prohibiting students from enrolling in future course work with a specific person or department is not permitted.

STEP 5: Resolution

FOR THE INSTRUCTOR: Submit the completed, signed form within three business days of the student signing the form. You can submit the form electronically here. If you prefer to submit the physical form, it can be hand delivered or sent via campus mail to the Dean of Students Office suite, King 217. If the student declines the resolution, the instructor must complete the Academic Integrity Charge Form within five business days of receiving the declined form.

✱If an extension on the above deadline(s) is needed, please contact the Chair of the Academic Integrity Board (aa-aib@uncc.edu) or Student Conduct & Academic Integrity (704-687-0336).

FOR THE STUDENT: Do **not** sign this form if you are unclear of the consequences. Please select one of the options below. You have three business days to consider your options. Forms must be signed in the presence of the instructor or their designee. Contact Student Conduct & Academic Integrity for more information.

OPTION 1: I ACCEPT THE INFORMAL RESOLUTION AND RECOMMENDED SANCTION(S).

By initialing **EACH** statement and by my signature below, I hereby agree to the terms of this statement.

____ I voluntarily admit I am responsible for the violation(s) with which I am charged, and I accept the sanction(s) the instructor has recommended.

____ I waive my right a Formal Resolution and my right to appeal the outcome.

____ I understand that if this is my first case, and I am accused of academic dishonesty in the future, I will be referred to a Facilitated or Formal Resolution.

____ I understand that this resolution cannot be revoked once I have signed it.

____ I understand that accepting a failing grade for the course (if applicable) may have additional academic or financial consequences, as indicated in the undergraduate catalog, graduate catalog, scholarship information, etc.

____ I understand that any penalty in grading imposed due to an admitted academic integrity violation will not be replaced if the course is repeated.

____ I understand Student Conduct & Academic Integrity, will keep this form on record for a minimum of eight (8) year as an internal University record, and it will not be disclosed to third parties as part of my conduct record.

Student's Signature: _____ Date: _____

Instructor/Designee Signature: _____ Date: _____

OPTION 2: I DECLINE THE OFFERED INFORMAL RESOLUTION.

By initialing **ONE** of the statements and by my signature below, I hereby agree to have the matter referred to a Facilitated or Formal Resolution because:

____ I decline to accept responsibility for the alleged violation(s), or

____ I decline to accept the instructor's recommended sanction(s).

Student's Signature: _____ Date: _____

Instructor/Designee Signature: _____ Date: _____

To submit the completed form electronically, click here.
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