

**Academic Integrity Violation: Notification of Proposed Imposition of Sanction
and Notification of Due Process Rights**

Deliver to: Office of Student Conduct

324 Plemmons Student Union • Telephone: 828-262-2704 • email: studentconduct@appstate.edu

INCIDENT INFORMATION:

Alleged violation date: _____ Reporting Date: _____
Faculty name: _____ Email address: _____
Phone number: _____ Department: _____
Location of Incident: _____
Course#/Name: _____ Course Number: _____ Section: _____
Academic Level: Undergraduate Graduate

ALLEGED ACADEMIC INTEGRITY VIOLATION:

- 5.01 - Cheating:** Using, attempting to use, or giving unauthorized assistance or materials in an effort to gain academic advantage.
- 5.02 - False Information:** Providing false academic information in any form, regardless of communication method (e.g. e-mail or other electronic information), with the intent to deceive or mislead.
- 5.03 - Misuse of Academic Materials:** Acquiring, stealing, damaging, or sharing academic materials, without a faculty member's or student's consent, for the purpose of gaining academic advantage.
- 5.04 - Multiple Submission:** Submitting an assignment more than once, either from a current or prior course, without the consent of all faculty members.
- 5.05 - Plagiarism:** Presenting the words or ideas of another as one's own words or ideas.

STUDENTS INVOLVED IN ALLEGATION:

<u>First/Last Name</u>	<u>SID#</u>	<u>Email address</u>
_____	_____	_____

INCIDENT RELATED DESCRIPTIVE/NARRATIVE:

Please attach a detailed description of the incident using specific, concise, and objective language. Incident reports should indicate and define the following: who, what, where, when, and how. This report should also be written in the third person.

SUPPORTING DOCUMENTATION:

Please attach any supporting documents including pertinent records (e.g., assignment, syllabi), exhibits (e.g., photographs, audio/video information, social media information), written/oral statements, and correspondence with the alleged (e.g. email threads).

PROPOSED SANCTION:

I have determined that the appropriate sanction for this violation is the following:

- Resubmission of the assignment with or without academic penalty.
- Receive a grade on the assignment of _____.
- Receive a reduced grade for the course from _____ to _____.
- Receive a grade of F for the assignment.
- Receive a grade of F for the course.
- Require that you attend an Academic Integrity Seminar (Student is responsible for Administration Fees)

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RESOLUTION, CONSULTATION, AND OPTIONS

This action may be resolved without involvement from the Office of Student Conduct and without recourse to further University procedures IF you: (1) agree with my conclusion that you have violated the Academic Integrity code as described above; and (2) do not contest the appropriateness of the proposed sanction. If you either do not agree that you have violated the Academic Integrity Code or wish to contest the proposed sanction, this matter will be referred to the Office of Student Conduct for processing pursuant to Section VI of the Academic Integrity Code. This may result in any or all of the following: an investigation, a Faculty/Student Resolution or a Hearing before the Academic Integrity Board.

IMPORTANT: BEFORE DECIDING WHETHER TO RESOLVE THIS MATTER BY SIGNING THIS FORM, YOU SHOULD CAREFULLY CONSIDER THE FOLLOWING:

- (1) You are not required to agree to this resolution or to sign this form.
- (2) Read every word of this form, and be sure you understand what you are signing.
- (3) If you sign, you are admitting to the violation and accepting the sanction I have proposed.
- (4) You are strongly encouraged to seek advice and counsel on this decision from someone you trust, e.g., parent or advisor. The person from whom you seek advice and counsel will be in a better position to advise you if you provide that person a copy of the Academic Integrity Code. The Academic Integrity Code is available on the web at academicintegrity.appstate.edu
- (5) You have three (3) working days to seek advice and decide whether to sign.
- (6) If, after three (3) working days, you do not agree to this resolution and sign this form, this matter will be referred to the Office of Student Conduct for processing pursuant to the Academic Integrity Code. If I make such a referral, the Director of Student Conduct or designee will investigate the matter and take other steps specified in Section VI of the Academic Integrity Code, as appropriate.
- (7) AMONG OTHER THINGS YOU HAVE A RIGHT TO A HEARING BEFORE A NEUTRAL STUDENT/FACULTY PANEL (THE ACADEMIC INTEGRITY BOARD) BEFORE ANY SANCTION MAY BE IMPOSED.

A student that has an alleged violation of the Academic Integrity Code is prohibited from withdrawing from the course. Should a student withdraw from the class prior to the accusation and/or resolution, the mark of "w" will be considered temporary pending the final resolution of the case. If a student is found responsible for an Academic Integrity Violation and receives a lower or failing grade in a course for violation the Academic Integrity Code that course cannot be retroactively dropped.

I have read and carefully considered the contents of this document, and I agree that I have had the opportunity to seek advice and counsel concerning my decision. Although I understand my right to have this matter investigated and processed pursuant to the Academic Integrity Code, I waive those rights, and I admit that I violated the Academic Integrity Code in the manner described above. I therefore agree that the proposed sanction is appropriate.

Student name: _____

Student signature: _____ Date: _____

Student email: _____

Faculty signature: _____ Date: _____

Send original to: Office of Student Conduct via academicintegrity.appstate.edu online reporting form

Copy to: Student

Faculty Member
