SETTLEMENT OF A CHARGE OF ACADEMIC DISHONESTY
SHIPPENSBURG UNIVERSITY

INSTRUCTIONS FOR FACULTY:

When you obtain information that a student may have committed an act of academic dishonesty, you must first contact the Dean of Students Office (ext. 1164) to determine if this is the first violation for the student.

If this incident is a first violation, you may choose to resolve the issue on an informal basis with the student. The maximum penalty which may be applied in this manner is a grade of "F" in the course. If you feel that the offense warrants a more severe penalty, you may report it to the Dean of Students for formal resolution.

If this is **NOT** the first violation, the case must be reported to the Dean of Students for formal resolution under the Student Code of Conduct.

PROCEDURE FOR INFORMAL RESOLUTION:

1. Meet with the student and present any evidence of a violation (a neutral party may be present during this meeting).
2. Give the student an opportunity to offer an explanation after you have presented the evidence.
3. After hearing the explanation, determine whether a violation has occurred.
4. If you believe that a violation has occurred, complete and sign the "Instructor" portion of this settlement form.
5. Give the student a copy of the form. The student will have 72 hours to decide whether to admit guilt and accept the penalty.

If the student decides to accept the penalty, he/she must sign the settlement form in your presence (the student must be 18 years old in order to sign the form). You may then implement the penalty and forward the settlement form to the Dean of Students Office.

FORMAL RESOULTION:

An allegation of academic dishonesty must be resolved through a formal process if one of the following is true:

1. The incident is not a first violation for the student.
2. You wish to impose a penalty more severe than a grade of "F" in the course.
3. The student disputes the charges or does not accept the penalty you propose.

In the formal process, the allegation will be treated as a violation of the Student Code of Conduct and the charges will be resolved through the Judicial Process administered by the Dean of Students. You initiate a written complaint by providing details of the incident to the Dean of Students.

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NOTICE OF STUDENT:

1. You are not required to sign this form.
2. You have 72 hours to seek advice and decide whether to sign. During this time, you may discuss your decision with any person you choose.
3. If you sign, you are admitting guilt and accepting the penalty shown below.
4. If you sign, this form is kept on record by the Dean of Students for five years. It may be used if you commit another academic dishonesty offense or any other violation of the Student Code of Conduct. This information is only used for internal purposes and is not disclosed outside the University.

INSTRUCTOR: (see instructions on reverse side)

Student: _____ SU ID: _____
Last, First Name ☐Undergraduate ☐ Graduate

Course Title: _____ Code: _____

Course Taken Semester/Year: Fall Semester ____ Spring Semester____ Summer Term ___

Please provide a brief description of the facts you believe constitute a violation:
_____
_____
_____
_____
_____
_____

If the student admits guilt by signing this form, indicate what penalty will be applied:
_____
_____
_____

Instructor's Name (print): _____ Department: _____

Instructor's Signature: _____ Date/Time: _____

STUDENT:
I have read this entire settlement form carefully and understand its significance. I admit to committing the offense charged by the instructor and I accept the penalty assigned. I also understand that this agreement will be kept on record by the Dean of Students for five years and that it may be used if I commit another academic dishonesty offense or any other violation of the Student Code of Conduct.

Student's Signature: _____Date: _____
(Must be signed by parent of guardian if student is under 18 years of age).