**Academic Integrity Informal Resolution Guidelines**

**(Step I)**

**INSTRUCTIONS FOR FACULTY MEMBER**:

If you suspect/allege that a student has committed an academic integrity violation, faculty member are encouraged to check the academic integrity database, through their dean’s office, to inquire about any past academic integrity violation.

* Documentation of each case will be stored electronically with limited access granted through the provost’s office by the provost or their designee.
* Faculty members are required to complete the *Academic Integrity Inquiry Request Form* to learn if there are prior violations.  These requests will be reviewed by the college’s designee.

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 this is **NOT** the first violation, the case should be reported to Academic Integrity Board for formal resolution.

**PROCEDURE FOR INFORMAL RESOLUTION:**

1. Meet with the student (face-to-face or via video communication) 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 “Faculty Member” portion of this settlement form.
5. Give the student a copy of the form. The student will have 72 hours to decide whether to accept responsibility and the resulting consequences.

If the student decides to accept the consequences, it is expected that the student will sign the settlement form within the allotted 72 hours, preferably in the presence of the faculty member. NOTE: Student may submit the form electronically.

You may then implement the consequences and forward the Academic Integrity Informal Resolution form to the provost’s office.

**ACADEMIC INTEGRITY INFORMAL RESOLUTION FORM**

**SHIPPENSBURG UNIVERSITY**

**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 taking responsibility for your actions and accepting the consequence(s) shown below.
4. If you sign this form, it will be kept on record by the provost’ office for five years. It may be used if you commit another academic integrity violation or any other violation of the Student Code of Conduct.

FACULTY MEMBER (see instructions above)

Student: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ SU ID: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Course Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Course Number: \_\_\_\_\_\_\_\_\_\_\_\_\_

Undergraduate \_\_\_\_\_ Graduate \_\_\_\_\_

Fall Semester \_\_\_\_\_ Spring Semester\_\_\_\_\_ Summer Term \_\_\_\_\_ Winter Term \_\_\_\_

Please provide a brief description of the facts you believe constitute an academic integrity violation:

If the student accepts responsibility by signing this form, indicate what consequence(s) will be applied:

Faculty Member’s Name (print): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Department: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Faculty Member’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date/Time: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**STUDENT:**

I have read this entire settlement form carefully and understand its significance. I take responsibility for the actions as described by the instructor and I accept the consequence(s) as specified. I also understand that this agreement will be kept on record by the provost’s office for five years and that it may be used if I have another academic integrity violation or any other violation of the Student Code of Conduct.

Student’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date/Time: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_