

# Notification of Charges and Settlement Form for Academic Dishonesty Violation Under Catawba College Honor Code

## NOTE TO STUDENT

A charge of academic dishonesty has been made against you; the details of this charge appear below. This form outlines the charge(s), provides you with an opportunity to discuss and respond to the charge(s), and outlines the penalties that will result from the charge.

1. Please indicate by your signature below whether or not you accept responsibility for the violation and agree to the penalty described on the attached page and return this form to the instructor.
2. You have **two business days** to decide whether or not to accept responsibility. You are encouraged to discuss your decision with any person you choose. Failure to sign the form within two days constitutes acceptance of responsibility.
3. If you do not accept responsibility, you have the **right to a hearing** before the Honor Board before any penalty may be imposed.
4. **If you accept responsibility, then you accept the penalty shown.**
5. Signed settlement forms are kept on record until you graduate in the Office of the Associate Provost for Student Academic Success. The form is kept confidential after a first violation, but becomes relevant evidence if you violate the Honor Code again. **Second violations** are automatically referred to the Honor Board for additional sanctions, usually **suspension from the College**.
6. You may not withdraw from the course, or change from graded to S/U, until the allegation is settled, and only then if no penalty resulting in a reduced grade is assigned.
7. This settlement form is **not disclosed to prospective employers or to other schools without your consent.**

## CHARGE AND PENALTY

This student has been charged with a violation of the Honor Code. The complete Student Conduct Policy can be found in the *Catawba College Student Resource Guide*.

Date \_\_\_\_\_ Violation Date \_\_\_\_\_ ID# \_\_\_\_\_

Student's Name \_\_\_\_\_ Campus Box \_\_\_\_\_

On/Off Campus Address \_\_\_\_\_ Ext. or Phone# \_\_\_\_\_

Email \_\_\_\_\_

Nature of the violation:      Cheating      Plagiarism      Lying about academic work      Stealing      Other: \_\_\_\_\_

## DESCRIPTION OF VIOLATION AND PENALTY

The instructor should attach a brief description of the violation, the situation in which it occurred, and evidence supporting it. In addition, the instructor should articulate the penalty that will be applied if the student admits responsibility by signing this form. The student must have a chance to read the instructor's description of the violation and proposed penalty before signing this form.

## ACCEPTANCE OF RESPONSIBILITY

- I understand the violation for which I have been charged. I have been informed about and understand the policy and the process for an academic dishonesty violation and have been informed of my right to a limited appeal as outlined in the *Catawba College Student Resource Guide*.
- I know and understand the potential sanctions for any further violations of the Catawba College Honor Code.

By signing below, I acknowledge that I violated the academic integrity policies of the course and College as outlined in the documentation accompanying this form.

Signature of Student \_\_\_\_\_ Date \_\_\_\_\_

Signature of Faculty Member \_\_\_\_\_ Date \_\_\_\_\_

## NON-ACCEPTANCE OF RESPONSIBILITY

I do not accept responsibility for the violation for which I have been charged. I have read this entire form carefully and understand that I am entitled to a hearing before any penalty will be imposed, as described in number 3 above.

Signature of Student \_\_\_\_\_ Date \_\_\_\_\_

Signature of Faculty Member \_\_\_\_\_ Date \_\_\_\_\_