

Notification of Charges and Settlement Form for Academic Dishonesty Violation Catawba College Student Conduct System

NOTE TO STUDENTS

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. You are **not required to sign** this settlement form.
2. If you do not sign this form, you have the **right to a hearing** before the Student Conduct Board before any disciplinary penalty may be imposed.
3. You have **three business days** to seek advice and decide whether or not to sign the form. You are encouraged to discuss your decision with a trusted advisor, professor, or staff member.
4. **If you sign the form, you admit responsibility and accept the penalty shown.**
5. Signed settlement forms are kept on record for five (5) years in Student Affairs. The form is kept confidential after a first violation, but becomes relevant evidence if you violate the Academic Integrity portions of the Student Conduct Code again. **Second violations** are automatically referred to the Dean of Students for additional sanctions, usually Academic Dishonesty Probation; **third violations** typically result in suspension from the College.
6. This settlement form is **not disclosed to prospective employers or to other schools, nor is it filed in your permanent student record, except in the case of second and subsequent violations.**

CHARGE AND PENALTY

This student has been charged with a violation of the Academic Integrity Policy which falls under the Student Conduct Code. The complete Student Conduct Policy can be found in the *Catawba College Student Handbook*.

Date _____ Violation Date _____ ID# _____
Student's Name _____ Campus Box _____
On/Off Campus Address _____ Ext. or Phone# _____
Athlete (Y / N) _____ Email _____

Nature of the violation: Cheating Plagiarism Lying about academic work 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 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 Handbook*.
- I know and understand the potential sanctions for any further violations of Catawba College policy.

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 _____

Sanctions/Proposed Penalty for Violation _____

NON-ACCEPTANCE OF RESPONSIBILITY

By signing below, the faculty member indicates that the student named in this form does not accept responsibility for the violation outlined in the documentation accompanying this form. The matter is thus referred to the Student Conduct Board for a hearing.

Signature of Faculty Member _____ Date _____