

# Academic Dishonesty Settlement Form

08/2014

## NOTE TO STUDENTS

This form details the charge of academic dishonesty that has been made against you. This settlement form is intended to make sure that you know about the charge, that you've had an opportunity to discuss and respond to it, and that you understand the penalties that will result from the charge.

1. You are **not required to sign** the settlement form.
2. If you do not sign this form, you have the **right to a hearing** before the University Review Committee (URC) before any disciplinary penalty may be imposed.
3. You have **three business days** to seek advice and decide whether 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 are admitting responsibility and accepting the penalty shown.
5. Signed settlement forms are kept on record for five (5) years in academic affairs. The form is kept confidential after a first violation, but becomes relevant evidence if you violate the Academic Integrity Policy a second time. **Second violations are heard before the URC** to determine whether further sanctions, usually suspension or dismissal, should be applied.
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 a second violation.**

## CHARGE AND PENALTY

This student has been charged with a violation of the Academic Integrity Policy:

Student's Name \_\_\_\_\_

Instructor's Signature \_\_\_\_\_

Date \_\_\_\_\_

Instructor's Name (printed) \_\_\_\_\_

## DESCRIPTION OF VIOLATION AND PENALTY

On a separate sheet, the instructor should provide a brief description of the violation, the situation in which it occurred, and evidence supporting it. The instructor should describe 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.

## SETTLEMENT PROCESS

Note: Once an academic integrity charge has been initiated against a student, he or she may not withdraw from the course in question unless the charge is dropped by the faculty member or the student is found to be not responsible through a hearing or an appeal. A hold is placed on the student's transcript until the charge has been settled.

## ACCEPTANCE OF RESPONSIBILITY

I have read this settlement form carefully and understand its significance. I admit to committing the violation of DePauw's Academic Integrity Policy as charged by the instructor and I accept the penalty assigned. I understand that this agreement will be kept in Academic Affairs files for five years. This settlement form will not be part of my permanent student record except in the case of a second violation of the Academic Integrity Policy.

Student's Signature \_\_\_\_\_

Date \_\_\_\_\_