



This form should be filled out during the Faculty/Student Conference. Please read this document carefully. When completed, it constitutes an agreement between the student and the University community.

Student's Name (please print): \_\_\_\_\_ Student ID#: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Address: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_

**I. Student rights and options for the Faculty-Student Conference: THE ACCUSED STUDENT SHALL INITIAL BY ALL STATEMENTS BELOW:**

\_\_\_\_\_ I, the student, understand that I have the right to postpone the conference with the faculty member for at most two (2) business days.

\_\_\_\_\_ I, the student, understand that I have the right to postpone entering my plea for at most two (2) business days.

\_\_\_\_\_ I, the student, understand that I am under no pressure, either overt or implied, to admit responsibility.

\_\_\_\_\_ I, the student, understand that if I do not admit responsibility, the matter will go through the Academic Integrity Panel Hearing Process.

\_\_\_\_\_ I, the student, understand that I cannot drop, nor grade replace a course in which an academic integrity violation is alleged or has occurred.

\_\_\_\_\_ I, the student, understand that I may consult with the Student Government Attorney General (234 EUC) and the Office of Student Rights and Responsibilities (236B EUC, 336-334-4640).

\_\_\_\_\_ I, the student, understand that I may bring a silent support person to the Faculty-Student Conference.

\_\_\_\_\_ I, the student, understand that dishonesty as part of the Academic Integrity allegation process (including information shared during my Faculty-Student Conference) is itself a violation of the Academic Integrity Policy and I will be charged with falsification under the Academic Integrity Policy.

**II. Statement of Academic Integrity Violation:** (To be completed by the faculty member) I, the faculty member, believe that the student identified above has committed the following breach of the *Academic Integrity Policy* which is a violation of the University value of *Honesty*.

Cheating  Facilitating Academic Dishonesty  Falsification  Misuse of Academic Resources  Plagiarism  Unauthorized Behaviors

Explanation/Description of violation: \_\_\_\_\_

The alleged violation occurred in \_\_\_\_\_ during \_\_\_\_\_ on \_\_\_\_\_  
(course number and section) (semester) (date violation occurred)

**The faculty member will choose option A or B.**

**Option A. Educational Resolution Program:** If the circumstances warrant such, the faculty may choose to use the Educational Resolution Program. Please consult with the Office of Student Rights and Responsibilities to ensure the student does not have a previous violation. **If educational experiences are successfully completed by the deadlines as verified by the Office of Student Rights and Responsibilities, the Academic Integrity record will be suppressed upon graduation. The record will be maintained in the Office of Student Rights and Responsibilities in accordance with the Records Retention Policy.**

Grade related sanction to be given in conjunction with the educational experiences below: \_\_\_\_\_  
(Examples: redo assignment, 0 on assignment, lowered final grade for course, F in course, or no grade-related sanction)

√	Educational Experience	Due Date	√	Educational Experience	Due Date
	Complete the Library Tutorial by going to ( <a href="http://library.uncg.edu/tutorials/index.aspx?m=8">http://library.uncg.edu/tutorials/index.aspx?m=8</a> ). You must login in order for the results page to be emailed to osrr@uncg.edu by the due date.			Write a 2-3 page reflection paper about what you learned from the experience	
	Perform _____ hours of community service through a recognized non-profit agency and provide documentation of completion			Attend Geek Week events (September)	
	Attend the Making Better Choices Seminar; to be scheduled by the Office of Student Rights and Responsibilities			Interview a professional in the field of study about ethics and write a 2-3 page reflection paper	
	Complete the plagiarism video and turn in one page reflection; single space; 12pt font: <a href="https://osrr.uncg.edu/academic-integrity/tutorial-and-quiz/">https://osrr.uncg.edu/academic-integrity/tutorial-and-quiz/</a>			Create a handout (or brochure) for other students describing plagiarism and resources to learn about appropriate citations	
	Meet with a reference librarian about important resources, citation and writing style for the field and provide documentation.			Submit the next assignment through Turnitin program and provide documentation	
	Other:			Other:	

**Option B. Academic Integrity Permanent Record:** If the circumstances and class standing/knowledge of the student warrant an Academic Integrity Permanent Record, the faculty member will record the proposed grade-related sanction below. **Academic Integrity Permanent Records are never suppressed.**

Grade related sanction to be given in conjunction with the educational experiences below: \_\_\_\_\_.

(Examples: redo assignment, 0 on assignment, lowered final grade for course, F in course, or no grade-related sanction)

√	Educational Experience	Due Date	√	Educational Experience	Due Date
	Complete the Library Tutorial by going to ( <a href="http://library.uncg.edu/tutorials/index.aspx?m=8">http://library.uncg.edu/tutorials/index.aspx?m=8</a> ). You must login in order for the results page to be emailed to <a href="mailto:osrr@uncg.edu">osrr@uncg.edu</a> by the due date.			Write a 2-3 page reflection paper about what you learned from the experience	
	Perform _____ hours of community service through a recognized nonprofit agency and provide documentation of completion			Attend Geek Week events (September)	
	Attend the Making Better Choices Seminar; to be scheduled by the Office of Student Rights and Responsibilities			Interview a professional in the field of study about ethics and write a 2-3 page reflection paper	
	Complete the plagiarism video and turn in one page reflection; single space; 12pt font: <a href="https://osrr.uncg.edu/academic-integrity/tutorial-and-quiz/">https://osrr.uncg.edu/academic-integrity/tutorial-and-quiz/</a>			Create a handout (or brochure) for other students describing plagiarism and resources to learn about appropriate citations	
	Meet with a reference librarian about important resources, citation and writing style for the field and provide documentation.			Submit the next assignment through Turnitin program and provide documentation	
	Other:			Other:	

**III. Student Plea: THE ACCUSED STUDENT SHALL INITIAL BY ONE (1) CHOICE BELOW.**

\_\_\_\_\_ A. I, the student, accept responsibility for this violation and the sanction(s) proposed by the faculty member, as described above. I understand that if this is my second proven or admitted violation, I will be either suspended or expelled from the University.

\_\_\_\_\_ B. I, the student, do not accept responsibility for the alleged violation and request that an Academic Integrity Hearing Panel review the allegation.

\_\_\_\_\_ C. You may enter a "Postponement of Plea": Following the Faculty-Student Conference held on \_\_\_\_\_,

I must enter a plea by 4:00 P.M. (2 business days) \_\_\_\_\_.

\_\_\_\_\_  
Accused Student Signature

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

**IV. Failure to Respond:** If an accused student fails to respond to faculty notification of the Faculty-Student Conference via UNCG email address within five (5) business days or fails to enter a plea either during the Faculty-Student Conference or after entering a "Postponement of Plea", the accused student will forfeit the options described above. In this case, the faculty member will make a decision based on the information available and the accused student may be found responsible of the violation. Any sanctions determined by the faculty member will subsequently go into effect. The student will be notified in writing of the outcome by the Office of Student Rights and Responsibilities.

Please check here if a student failed to respond.

Instructor's Name:  Dr. (please print) \_\_\_\_\_

Instructor Phone: \_\_\_\_\_ Instructor E-mail: \_\_\_\_\_

Instructor's Department & Campus Address: \_\_\_\_\_

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

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

Please send this completed form and all supporting evidence to:  
Office of Student Rights and Responsibilities, 236B Elliott University Center  
[academicintegrity.uncg.edu](mailto:academicintegrity.uncg.edu)  
336-334-4640