

SETTLEMENT OF AN ACADEMIC HONOR CODE VIOLATION

Notice to Faculty



STUDENT CONDUCT
DIVISION OF STUDENT AFFAIRS

- If a faculty member suspects an alleged violation of the Academic Honor Code, the faculty member must schedule a meeting with the student and review all evidence (ex: tests, sources used, etc.) and request an explanation.
- If the faculty member believes a violation has occurred, a completed Settlement of Violation form will be provided to the student (form below on page two). The faculty member must call the Office of Student Conduct to see if the student has any past violations of the Academic Honor Code.
- If this is the student's first violation and the student accepts responsibility, and the proposed penalty by the faculty member, the student must sign the settlement form.
- If this is the student's first violation and the student is not accepting responsibility for the alleged violation, the student's case will be heard by the Conduct Hearing Board.
- If this is not the student's first violation, the case will be forwarded to Conduct Hearing Board.
- If the faculty member believes the penalty should be more than an F in the course, the case must be referred to Conduct Hearing Board.
- The student has three (3) business days to choose to sign the form or not.
- After the three (3) business days, the faculty member will forward all completed information to the Office of Student Conduct.
- Note: Students will be unable to withdraw or drop this course while the academic honor code case is open.

ACTS THAT VIOLATE THE ACADEMIC HONOR CODE

While specific violations may take many forms, the general categories of acts that violate the Academic Honor Code are as follows:

- **Cheating:** The use of or attempted use of unauthorized materials and methods (notes, books, electronic information, submission of work composed by another entity, telephonic or other forms of communication, or other sources or methods) in any academic exercise, whether graded or otherwise. This definition includes both giving unauthorized information (in either oral or written form) and receiving such information during any academic exercise, whether graded or otherwise.
- **Plagiarism:** The representation of another's words, thoughts, creative works, images or ideas as one's own without proper attribution in connection with submission of academic work, whether graded or otherwise.
- **Fabrication and Falsification:** The alteration, invention or citation of any information or material in any academic exercise, whether graded or otherwise. Falsification is a matter of altering information or material. Fabrication is a matter of inventing or counterfeiting information or material for use in any academic exercise, whether graded or otherwise.
- **Abuse of Academic Materials:** The destruction, defacement, stealing, altering or making inaccessible of library or other academic material.
- **Complicity:** Knowingly helping or attempting to help another person to commit any act of academic dishonesty. For example, complicity would include allowing another student to look at test answers or to copy a paper.

Please contact the Office of Student Conduct with any questions/concerns regarding this process by phone at 910.521.6851 or via email at studentconduct@uncp.edu.

SETTLEMENT OF AN ACADEMIC HONOR CODE VIOLATION Form



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Name of instructor:

Course name and number:

Type of course: On-campus Online **Level of course:** Undergraduate Graduate

Semester/term/session and year of violation: Fall Spring Summer Winter **Year:**

Full name of student being charged:

Banner ID of student being charged:

Charge (check all that apply): Cheating Plagiarism Fabrication and falsification
 Abuse of academic materials Complicity

Description of violation (attach all supporting evidence):

Description of the faculty member's communication/meeting with the student:

Meeting location: Phone Email Video conference In-person Other:

Provide additional details about location (if applicable): **Date/time of the communication/meeting:**

Description of penalty issued if student pleas responsible:

Instructor's printed name:

Date/time:

Instructor's signature:

SETTLEMENT OF AN ACADEMIC HONOR CODE VIOLATION

Notice to Student



STUDENT CONDUCT
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The settlement of academic violation form serves as notice of an alleged violation of the Academic Honor Code.

After notification of the alleged violation, you have three (3) business days to seek advice and decide whether to sign this form. You may discuss your decision with any person you choose.

If you choose to sign this form, you are admitting responsibility for the violation and accepting the penalty listed.

If you do not choose to sign this form, you have a right to a hearing before a Conduct Hearing Board (CHB) before any disciplinary penalty may be imposed for the alleged violation.

You will be notified of the CHB hearing five (5) business days before the scheduled date via official UNC Pembroke email.

According to 7.3.1 in the Student Handbook: If a student violates the Academic Honor Code during exam periods and/or during the summer session, then the student's case will be heard by the administrative hearing officer.

This form is kept on record for 10 years. If you are found responsible for or admit to another Honor Code violation(s), then this record may be used to help determine appropriate sanctions.

Please contact the Office of Student Conduct with any questions/concerns regarding this process by phone at 910.521.6851 or via email at studentconduct@uncp.edu.

I,

have read this entire settlement form carefully and understand its significance. I accept responsibility for the outlined violation of the Academic Honor Code. I accept the penalty assigned and understand this agreement will be kept on file for 10 years. I understand that further violations of the Academic Honor Code may result in disciplinary suspension/expulsion from The University of North Carolina at Pembroke.

Student's printed name:

Student's signature:

Date/time: