



LETTER OF RESOLUTION
regarding
ACADEMIC INTEGRITY VIOLATION

This letter constitutes a resolution of a charge of violation of the *Guidelines on Academic Integrity* which has been brought against [student's name and ID number] by [instructor's name], as per the terms of the *Guidelines*.

As indicated by [her/his] signature below, [Ms./Mr.] [student's name] admits to having committed a violation of academic integrity in [course number and name] during the [Fall/Spring year] semester. Specifically, [s/he] [brief summary of the nature of the violation with number/s of student obligation/s violated]. In view of this, [Ms./Mr.] [student's name] agrees to the following sanction:

[For Example: Reduction in grade for the assignment; or Assignment of a failing grade for the assignment; or Assignment of a failing grade for the course; or Other Academic Sanction]

[Ms./Mr.] [student's name] and [instructor's name] further agree with their signatures that this letter will constitute a complete resolution of the charge, and that this letter will be kept on file in the Office Academic Affairs until [Ms./Mr.] [student's name] graduation or permanent termination of registration, as per the terms of the *Guidelines on Academic Integrity*. If a second Letter of Resolution reaches the Office of Academic Affairs, the terms contained therein will be invalidated, and the Academic Integrity Administrative Officer will request the faculty member to bring charges of academic dishonesty to the Academic Integrity Review Board as per the *Guidelines*.

I agree to the terms and conditions as stated above.

Student Name Printed **Student Signature** **Date**

Agreed by _____
Instructor's Name Printed **Instructor's Signature/Date**

Witness Name Printed **Witness Signature/Date**

Instructions

The *Guidelines on Academic Integrity*, page 7, provides the instructor a method of resolving a charge of a student violation WITHOUT a hearing before the Academic Integrity Review Board (AIR Board) for FIRST TIME OFFENDERS: “The Letter of Resolution.” Any resolution of an Academic Integrity violation must use this process, or the AIR Board. Failure to use these processes and/or failure to pursue student violations constitute violations of the Faculty Obligations of the *Guidelines*. It is important to stop repeat offenders.

1. Consult the *Guidelines* on the Faculty Senate Website, pages 5-6, to determine which Student Obligation has been violated.
2. Contact AIAO/AVPAA. If the student has a prior offense, the student will have her/his case heard before the AIR Board. This will require about one hour of your time. If no prior offense exists you may proceed with the Letter of Resolution. AIAO/AVPAA is your advocate and can consult with you about any matter concerning the Letter of Resolution, including the meeting and the sanction you offer.
3. Arrange a meeting with the student to present her/him with the evidence, and secure a witness to be present at the meeting (Department or Division Chair, another instructor or University staff member).
4. Prepare the Letter of Resolution before your meeting. You will need to input information into the letter everywhere you see [**bracketed items in bold**]. Remove bold, and remove word *examples* from sanction section.
5. At the meeting, present your evidence to the student (do not surrender any original copies of evidence to the student). Then explain that you could take this case directly to the Academic Integrity Review Board. The Board, consisting of a Faculty chair, six other faculty, and six students, can impose a sanction ranging from reduction in assignment grade, failure in the course, academic suspension, or even permanent dismissal from the university. Inform the student that s/he is NOT obligated to sign the Letter of Resolution, but if they do not the AIR Board will hear the case and you will request a more rigorous sanction than your letter stipulates. The Letter of Resolution will NOT go in the Student’s University File and no record of it will be added to the transcript UNLESS the student has a second Academic Integrity Violation which results in a “Responsible” decision by the AIR Board.
6. If the student does not wish to sign, send her/him to the AIAO/AVPAA for consultation; and you will need to contact the AIAO/AVPAA for assistance with filing your charge and preparing your case.
7. If the student does sign, have the witness sign also and make at least two photocopies. Keep one for yourself, give one to the student, and send the original to the AIAO/AVPAA. The Letter represents a contract: the student agrees to accept the sanction, the instructor agrees to discontinue pursuit of the charge or further sanction. When the student graduates or leaves the University permanently with no subsequent Academic Integrity violation the Letter will be destroyed.