Academic Integrity Policy

Department Head Resolution Form

Basic Information:

Student's Name: 92#:_ Last First Μ Term: Fall Spring Summer 20 Course: Nature of Allegation: Plagiarism **Fabrication** Facilitation Cheating Sanction Decision: Upon review of pertinent data from the faculty member and information provided by the student, I have made the following decision related to this matter: I uphold the decision and sanction(s) of the faculty member I overturn the decision of the faculty member and find the student not responsible for the allegations I find the student responsible for the allegations; however, I modify the sanction(s) to the following (not to exceed assigning a failing grade for the course): Sanction Deadline Date and Time: **Department Head and Student Meeting:** Within 5 business days of receiving an appeal from a student, the Department Head will schedule a time to meet with the student. If the student does not adhere to deadlines, the form will be completed by Department Head with "Student did not participate" on student signature line. The signature(s) below indicate confirmation of the notification and opportunity of the student to respond to the allegation. Department Head sent notification via ______ on _____. Student responded via _____ on _____. Student: Signature: Date: _____ Please Print Dept. Head: Signature: Date: Please Print **Student Response:** I have read this document and understand the seriousness of violations of the Academic Integrity Policy. My signature acknowledges that I am in violation of the Academic Integrity Policy as outlined, I accept the sanction as written, and as a result waive my rights to further due process proceedings. I have read this document and understand the seriousness of violations of the Academic Integrity Policy. My signature acknowledges that I do not agree with the assessment of the Department Head and I elect to exercise my right to have a hearing before an Academic Integrity Board by contacting ___ (academic Dean). I understand that I must submit a written appeal to the designated Dean within 5 days of this meeting. Student: Signature: Date: _____ Please Print Dept. Head: Signature: Date: Please Print

A copy of this document must be given to the student during the meeting when a decision is made on how to proceed. After all documentation has been completed, the faculty member is responsible for sending copies of this document and all supporting materials (copy of paper(s)/exam(s), evidence of plagiarism, course syllabus, etc.) to the Associate Vice Chancellor for Student Success (wmoultrie@email.wcu.edu) and their Dean.