

North Carolina State University
Report of an Academic Integrity Violation

This form should be used by the faculty to resolve and/or report alleged academic integrity violations. If a faculty member suspects academic misconduct has occurred, he or she should follow these steps to resolve the matter:

Step 1: Meet with the student(s) involved.

Procedures used in the resolution of academic misconduct are available in the Student Judicial Procedures Regulation as part of the NCSU *Code of Student Conduct*. The regulation can be found online at:

http://www2.ncsu.edu/prr/student_services/student_conduct/implementing_disciplinary_process.htm

Office of Student Conduct staff are available at 515-2963 for consultation if you have any questions. In the case that it is time to report a grade for the student involved, the faculty member should assign a grade of "INC", which will be changed when the case is resolved. If the faculty member is unable to locate the student, this form should be completed through **Step 4** and forwarded to the Office of Student Conduct.

It is appropriate for a student to have the opportunity to think about their situation and/or discuss any questions or concerns with the Office of Student Conduct. If the student requests time to do this, the faculty member should schedule another appointment with the student, allowing them time to have all their questions answered.

Step 2: Complete the following information:

The following student has been charged with violating the University policy on academic integrity:

Name: _____ Student ID Number _____

Dept. & Course No.: _____ Section No. _____

Type of Violation (For more information, see the *Code of Student Conduct* at www.ncsu.edu/student_affairs/osc.)

- Cheating on test/assignment Aiding and Abetting Others to Cheat or Plagiarize
- Plagiarism Other: _____
- Falsifying academic records

Step 3: Please attach a summary of the incident, including copies of all relevant materials.

Step 4: Faculty Recommended Sanction

If you would like to discuss the recommended penalty with the Office of Student Conduct staff, please call 515-2963.

- "F" on the assignment, paper, program, test or exam
- "F" for the course
- Complete Academic Integrity Program (Eight hour CD ROM program and reflection paper. For more information go to http://www.ncsu.edu/student_affairs/osc/AIpage/MITT.html)
- Hearing for consideration of suspension or expulsion in addition to other sanctions
- Other: _____

Faculty Name: _____ **Dept. Address:** _____

Signature: _____ **Date:** _____ **Phone:** _____

Step 5: Check here if the student chooses to have a hearing.

If the student chooses to have a hearing, stop and send this form, along with supporting information, to the Office of Student Conduct (address listed below).

Step 6: If, instead of a hearing, the student admits guilt and agrees to allow the faculty to assign the sanctions, have him or her read and sign the following statement. **Please be aware that depending on the circumstances of the case and whether or not the student has any previous violations, the Office of Student Conduct may forward this case to a hearing even if the student pleads guilty by signing the form.**

Step 7: Once the student has signed the form, provide them with a copy of the signed form and attached Appeal documentation.

FOR THE STUDENT: You are advised not to sign this form if you are unclear as to your rights. Call 515-2963, Office of Student Conduct, for more information. If you do choose to sign, be sure to have read the following:

I am guilty of the violation with which I am charged, accept faculty disposition, waive my right to a hearing before the Academic Integrity Review Board, and accept the penalty. In addition, I have read and understand the following:

- ◆ If circumstances warrant, staff from the Office of Student Conduct may call for a hearing of the Academic Integrity Review Board based on the *Code of Student Conduct*.
- ◆ I will be placed on Academic Integrity Probation. Any additional charges of academic misconduct will be reviewed in a hearing and if I plead guilty or am found guilty, the minimum sanction will be suspension for one semester.
- ◆ If I am presently on Academic Integrity Probation, I will be assigned to a hearing where I will be suspended for a minimum of one semester. I could also be expelled if circumstances warrant it.
- ◆ If I have been assigned the Academic Integrity Program (indicated by a check mark on the front of this form), I must call the Office of Student Conduct at 515-2963 and make an appointment to get the program.
- ◆ This form will be kept in a confidential file in the Office of Student Conduct.
- ◆ If I wish to appeal this decision, I must file a notice in writing with the Office of Student Conduct on or before the 10th University business day after the date below. I understand that if any appeal is filed I am restricted to the issues of penalty only.

I have read and had the opportunity to ask questions regarding the signing of this form. In addition, I have received information regarding the appeals process at NC State University.

Signature of student: _____

Mailing Address: _____

Phone Number: _____ Date: _____

**SEND THIS FORM AND SUPPORTING DOCUMENTS TO:
Office of Student Conduct, Box 7321 NCSU, 1115 Pullen Hall**

4.8 Appeals

4.8.1 Non-academic cases

-Any disciplinary decision that results in a sanction less than suspension, may be appealed to the Associate Vice Chancellor for Student Affairs, the Associate Dean of the Graduate School (for graduate students), or the Associate Dean of the College of Veterinary Medicine (for CVM students) or their designees, whose decision shall be final at North Carolina State University (“University”).

-Suspension decisions may be appealed by the respondent to the Vice Chancellor for Student Affairs, Dean of the Graduate School (for graduate students), or Dean of the College of Veterinary Medicine (for CVM students) or their designees, and then to the Student and Campus Affairs Committee of the Board of Trustees, whose decision shall be final.

-Expulsion decisions may be appealed to the Student and Campus Affairs Committee of the Board of Trustees. If the Student and Campus Affairs Committee reverses the decision of the Vice Chancellor, the Dean of the Graduate School or the Dean of the College of Veterinary Medicine or their designee, the Committee’s decision must be approved by the full Board of Trustees. Expulsions may be further appealed to the UNC Board of Governors.

4.8.2 Academic cases

-Any disciplinary decision that results in a sanction less than suspension, may be appealed to the Vice Provost for Undergraduate Affairs, the Dean of the Graduate School or the Dean of the College of Veterinary Medicine or their designee. That shall be the final decision at the University.

-Any suspension decision may be appealed to the Provost, or his/her designee, and then to the Student and Campus Affairs Committee of the Board of Trustees, whose decision shall be final.

-Expulsion decisions may be appealed to the Student and Campus Affairs Committee of the Board of Trustees. If the Student and Campus Affairs Committee decides to reverse the decision of the Provost, or his/her designee, the Committee’s decision must be approved by the full Board of Trustees. Expulsions may be further appealed to the UNC Board of Governors.

-Students who have signed the “Report of an Academic Integrity Violation” form, and are subsequently suspended or expelled through a hearing process, are limited to issues of sanction only.

4.8.3 Grounds for appeal at the University are limited to:

4.8.3.1 The decision violates due process rights.

4.8.3.2 There has been a material deviation from the Substantive and Procedural Standards adopted by the UNC Board of Governors. The Board of Governors Standards are posted at <http://intranet.northcarolina.edu/docs/legal/policymanual/700.4.1.pdf> and are attached as Appendix I. to this Procedures Manual.

Commentary: under the appeal rights set by the UNC Board of Governors and applicable at NC State, a respondent would have the burden of showing that the disciplinary decision either violates state or federal law, materially violates the procedures in the Procedures Manual, or there is a lack of evidence in the record that could support the decision. Note that this last ground for appeal does not mean the evidence can be reargued on appeal; rather, it requires a showing that no reasonable person could have found support in the evidence for the position taken by the decision-maker.

4.8.4 Record on Appeal -- In all cases resulting in a University-level appeal, the decision, the complete record of the proceeding (including documentary evidence and any recording or transcript of testimony), the appeal materials filed by the student, and any other relevant information, will be compiled by the Director, Office of Student Conduct (or the Office of Legal Affairs in appeals to the Board of Trustees) and delivered to the person(s) reviewing the appeal.

4.8.5 Deadline and Place for Delivery of Notice of Appeal -- For appeals at the University level, the student appeal must be received within ten (10) University business days from the date that the written decision on sanctions is provided to the student, either by hand delivery or by delivery or attempted delivery through certified mail. Failure to submit the written notice of appeal within this time limit will render the original decision final and conclusive. An extension of time may be requested within the 10-day limit, but it is within the discretion of the person deciding the appeal to grant or deny such requests. Written notice of appeal must be delivered to the Office of Student Conduct, except that notice of appeal must be delivered to the Chancellor’s office for appeals to the Board of Trustees. The notice of appeal is not complete unless it contains the following:

-A copy of the decision being appealed. Only the student who has been found guilty of a disciplinary violation may appeal.

-A statement of the grounds for appeal, which at a minimum should contain a list of alleged errors in the decision or decision-making process and statement of why the decision or sanctions are in error.

-A requested remedy.

-The signature of the appellant and date the appeal is being submitted to the University.

4.8.6 University-level appeals will be decided on the record of the original proceedings. New hearings will not be conducted on appeal. However, the person(s) reviewing the appeal may choose to ask the parties to submit written statements of their positions on appeal, beyond the information in the appeal notice. If the hearing body is alleged to have violated University procedures or due process, a written response may be solicited from the hearing body or the Office of Student Conduct on its behalf. Any such written statements from the parties or the Office of Student Conduct must be drawn on information in the record; they cannot include new evidence or facts bearing on guilt or culpability that were not presented at the hearing. Normally, oral statements from the parties will not be allowed in an appeal. Any decision to allow new information or oral statements in the appeals process will be made by the person(s) reviewing the appeal.

4.8.7 University-level appeals may result in any of the following outcomes:

-The finding and sanction imposed by the original Board/decision-maker may be affirmed.

-The case may be remanded to the initial level of decision-maker for a supplemental hearing or for a new hearing. Cases will only be remanded if specified procedural errors or errors in interpretation of University policy or regulations were so substantial as to effectively deny the respondent a fair hearing, or if new and significant evidence became available which could not have been discovered by a properly diligent respondent before or during the original hearing.

-The case may be dismissed. Dismissal would occur only if there is insufficient evidence to support a finding of guilt.

4.8.8 In cases with sanctions less than suspension, the final level of appeal in non-academic cases is the Associate Vice Chancellor for Student Affairs, Associate Dean of the Graduate School, or Associate Dean of the College of Veterinary Medicine or their delegate. In academic cases, it’s the Vice Provost for Undergraduate Affairs, the Associate Dean of the Graduate School, or the Associate Dean of the College of Veterinary Medicine or their delegate.

In cases where the sanction is suspension the first appeal level is the Vice Chancellor for Student Affairs (non-academic cases) or the Dean of the College of Veterinary Medicine or the Dean of the Graduate School or their delegate. For academic cases involving suspension, the Provost or delegate is the first level of appeal. The final level of appeal in suspension cases is the Student and Campus Affairs committee of the NC State Board of Trustees.

In cases where the sanction is expulsion, the appeal goes to the Student and Campus Affairs committee of NC State Board of Trustees. In cases of expulsion, a further appeal may be made to the UNC Board of Governors. Appeals to the Board of Governors should be sent by certified or registered mail, return receipt requested, to the President of the University of North Carolina within ten calendar days after the student receives the final University decision. The mailing address for appeals to the Board of Governors is: c/o Vice President and General Counsel, Office of the President, University of North Carolina, P.O. Box 2688, Chapel Hill NC 27515-2688.

4.8.9 The imposition of sanctions may be deferred during the pendency of appellate proceedings, at the discretion of the person(s) reviewing the appeal, either upon request of the student or on the reviewing body’s own initiative.

4.8.10 Each student who has received a disciplinary sanction shall be notified in writing of the appeal rights. This notice must be given no later than the date the written decision is delivered to the student (or the date delivery is properly attempted, in the event delivery is not successful).