



Academic Integrity Resolution Form

All suspected breaches of the academic integrity are reported to David Oliveiri, Chair of the Academic Integrity Committee (AIC), and the AIC's OSE Liaison, Clarissa Baston, via this form. Course instructors may not come to a private resolution and/or agreement with a student in a case of suspected academic dishonesty.

- This form should be submitted **prior** to discussing the suspected policy breach with the student.
- This form must be used to propose an instructor resolution; or, in the alternative, to refer the matter to the Academic Integrity Committee.
- Submit the completed form in all suspected breaches of academic integrity, as well as any evidence, to the AIC Liaison, Clarissa Baston, at cbaston@simon.rochester.edu, who will submit it to the AIC Chair.

Once the form is submitted, the OSE Liaison will determine whether the suspected students have been sanctioned in the past for any academic integrity violation(s) and report this information to the AIC Chair. The AIC Chair will also check whether, in the absence of prior violation(s), the case is severe enough to warrant sanctions greater than course failure. In either circumstance, i.e., prior violation(s) or severe circumstance, the case may not be handled via resolution form and will be sent to the Review Panel. If you have proposed an instructor resolution, you will be notified of such a change in process and must not proceed any further with resolving the matter on your own.

If you choose to handle the matter via instructor resolution, and this is approved by the Chair:

- You should meet with the student to discuss the alleged misconduct, share your evidence giving rise to the suspicion; and, after hearing and evaluating the student's response, clearly indicate the proposed instructor resolution in strict accordance with Simon's sanctioning guidelines. In any case, whether a violation finding or a finding of no violation of the policy, please notify the AIC Chair and the AIC's OSE Liaison as soon as possible to close the instructor resolution process.
- Once the meeting with the student is completed, and the proposed sanction shared, you must allow the student five (5) business days to consider, and to sign or decline the resolution form. If the student does not sign within this timeframe, the resolution is considered declined.

Using an electronic signature on this form or sending an email to the AIC Liaison in lieu of a signature, is acceptable.

To be completed by the Instructor

Instructor's Name

Instructor's Email

Student's Name

Student's ID #

Student's Email

Graduating Class of

Student's Program of Study

Course Number

Course Title

Term (fall A, fall B, spring A, spring B, pre-fall, summer)

Academic Integrity Infraction

Academic Integrity Infraction Category (Unauthorized collaboration, plagiarism, improper citation(s), receiving unauthorized aid, providing unauthorized aid, fabrication, or falsification of information)

Description of Academic Integrity Infraction

Estimated Date of Infraction

How would you prefer this matter be handled?

I am referring this to the Academic Integrity Committee.

I prefer to handle the matter via instructor resolution and propose a sanction according to the sanctioning guidelines. *

*Sanctioning guidelines for first infractions can be found on page 4.

If you are proposing an instructor resolution, please complete the sanctioning section below. Otherwise, this will be completed by the AIC, and your participation in the process is complete.

Note: the AIC Chair must approve the sanction before the student is offered the resolution.

Sanction(s)

Sanctions must align with Simon's Academic Integrity Policy Sanctioning Guidelines. The most severe sanction that can be imposed with a committee resolution form is course failure.

AIC Chair Initials**To be completed by the student (to accept the resolution and proposed sanction):**

By signature below, I acknowledge that I have been referred to the Academic Integrity Policy and I was offered a waiting period of five business days to consider and sign this statement.

I confirm that the infraction occurred, agree to the sanction specified above, and waive my right to have the issue resolved with a Simon Business School Academic Integrity Hearing.

I understand that I must complete an Academic Integrity Tutorial and draft a statement that expresses efforts, new thinking about integrity and its importance, and confirmation that I will not engage in academically dishonest behavior again.

I also acknowledge that I understand the gravity of this violation of the Academic Integrity Policy. I am aware that a second violation would likely lead to suspension or expulsion from the Simon Business School.

Student Signature**To be completed by the student (to decline the resolution and proposed sanction):**

I do not agree that the infraction occurred, and/or with the proposed sanction, and request a hearing before an Academic Integrity Hearing Panel.

Student Signature**Comments (by Student)**

Sanctioning Guidelines

The severity of sanctions for a finding that a student violated the academic integrity code, depends on the number of offenses and the nature of the violation. Guidelines are provided for typical cases and a range of sanctions based on the number of offenses. Second offenses normally face more severe sanctions than first offenses. In any finding of responsibility for an academic integrity violation, the offense requires education and a statement written by the student that expresses efforts taken, new thinking about integrity and its importance, and confirmation that the student will not engage in academically dishonest behavior again. These are sanction **guidelines** and even similar first offenses with a responsible finding can have different sanctions due to the exact circumstances of the cases.

Guidelines for First Offenses

For any assignment and mid-term exams, and regardless of whether aiming to raise one's own grade or helping to raise another students' grade, the standard sanction includes a zero on the assignment and between a half-step and full-step letter grade reduction in the final grade. Cheating on a final exam or major project worth more than 30% of the grade, the sanction may range from zero on the exam/project plus a full-step letter grade reduction to a failing grade in the course. While cheating benefiting one student or a single team will be in line with the above, sharing answers or information that allows a larger number of students to commit an academic integrity violation will be regarded as a more severe violation than either of the above cases, and more severe sanctions may be imposed, even for first offenses.

Range of Sanctions for First Offense

- A. Education requirement (e.g., tutorial)
- B. Statement that expresses efforts, new thinking about integrity and its importance, and confirmation that they will not engage in academically dishonest behavior again.
- C. Zero on assignment or exam + 1/3 – one or two full letter grade step reductions in the course.
- D. Assigned failing grade of E or F ("F" in the case of a course offered for all students on the P/F basis)
- E. Assigned failing grade of XE/XF (only in rare, severe cases will XE/XF be imposed for a first infraction)
- F. Suspension or expulsion from the University (only in rare, severe cases will suspension or expulsion be imposed for a first infraction)