

Academic Integrity Form

The City University of Seattle code of conduct includes an Academic Integrity Policy. When a faculty member suspects that a student has violated the policy, both faculty and student are required to execute the academic integrity process as outlined in the policy. The policy and procedures may be located in the university's catalog.

Student Information

Your course instructor suspects that you have participated in behavior which violates the Academic Integrity Policy. Following these instructions is a form on which the faculty has detailed the suspicious behavior, including any supporting documentation to support their allegation. The form also details the sanction that the instructor believes is appropriate based on the violation. An academic sanction is a penalty that would impact your grade on a specific assignment, test, or project or may impact the final grade for the course.

It is important that throughout this process you continue to participate in the class until your case is closed. Students are not permitted to drop a course once an allegation has been made.

As a participant in the academic integrity process you have the right to:

- Discuss your view of the incident with the faculty member.
- Review all evidence and documentation which supports the allegation.
- Seek advice from an advisor chosen by you who is an administrative, faculty or student member of the University community.
- Receive a completed copy of the Academic Integrity Form that indicates both the alleged violation, any supporting evidence, and the recommended sanction.
- Not sign the Academic Integrity Form by the deadline below; however, if you do not sign and return the form, the adjudication process will go forward following the policy's procedures.

Upon receipt of the form you have five (5) business days to:

1. Accept the allegation and academic sanction, or
2. Contest the allegation and/or academic sanction.

If you accept the allegation and suggested sanction, the faculty will enact the sanction and the matter will be closed. The violation will be reported to the Provost's Office. If you have previous academic integrity violations, the matter will be referred to the Academic Integrity Board by the Provost for further review. Additional sanctions may result from this hearing. If a sanction is changed or added due to a prior academic integrity violation you will be issued an additional Academic Integrity Form and you will have the opportunity to appeal to the Provost. If you choose again to accept the sanction, the matter will be closed.

If you contest the allegation and/or academic sanction, the matter will be referred to a hearing by the Academic Integrity Board by the Provost. You will be able to provide the Board your view of what occurred, as well as question and respond to all information provided by the course instructor. If this review finds you responsible for committing the violation, the academic sanction recommended by the faculty member will be imposed. You will have the option to appeal to the Provost.

Your completed form should be returned to the course instructor.

Academic Integrity Form

To be completed by instructor

Student Name _____ Student ID Number _____

Student Email Address _____

Instructor Name _____

Instructor Email Address _____

Course Title and Section _____ Quarter _____

Description of suspected violation (please attach supporting documentation)

Proposed academic sanction _____

I have discussed the allegation and sanction and all related evidence with the student.

Instructor Signature _____ Date _____

To be completed by the student

- I understand my rights and responsibilities described on page 1.
- I understand that now that I have been notified of an allegation of violating the Academic Integrity Policy, I may not withdraw from this course unless I am found to have not violated the policy.
- I understand that I have the right to accept or contest the allegation and/or sanction suggested by the course instructor.
- I understand that if I choose to contest the allegation or sanction, the matter will be referred to a hearing by the Academic Integrity Board.
- I understand that I have five (5) business days to return this form to the course instructor. If I do not respond within that period, it will be assumed I do not choose to contest the allegation or sanction.
- I understand that I may be subject to additional sanctions not identified on this form if it is determined that I have prior academic integrity violations.

Please choose and initial one of the following:

- I ACCEPT** the allegation and sanction **I CONTEST** the allegation and/or sanction and wish to exercise my right to a hearing by the Academic Integrity Board.

Student Signature _____ Date _____

Your completed form should be returned to the course instructor.