Form for Reporting a Faculty-Student Resolution

**Information for the instructor:** Student disciplinary matters are confidential and should not be discussed with persons other than appropriate University officials.

(This section to be completed by the instructor.)

Student's Name __________________________________________________________

Student ID# (from class roll) _______________ Course __________________ Date________

Violation Description: Provide a brief description of the facts believed to constitute the violation.

Description of Proposed Sanction:

Instructor's Signature ___________________________________________________

Instructor's Printed Name ________________________________________________

Department _________________________________ Date __________
Information for the student:
1. You are not required to sign this form. Instead, you may request that this matter be forwarded to the Dean of Students Office for resolution.

2. You have 48 hours to seek advice and decide whether to sign. You may discuss your decision, in confidence, with anyone you choose, including students who participate as advisors in Judicial Board hearings (call 668-3853 to request names).

3. If you decide to sign this form, you must do so in the presence of the course instructor.

4. If you do sign this form, you are accepting responsibility for the violation and accepting the sanction shown.

5. This signed form will be kept in an internal record in the Dean of Students Office for five years from the date of the resolution. As long as you are not found responsible for a second academic disciplinary offense, the contents of this form will not be disclosed to prospective employers or to other schools to which you may apply.

6. If you are found responsible for another academic disciplinary offense, this resolution will be transferred to your disciplinary record as a first offense and will be taken into consideration in determining the sanction for your second offense.

7. If you choose resolution through Dean of Students Office and are found responsible for this violation, the sanction can be determined from a wider range of sanctions - usually from disciplinary probation up to multi-semester suspension.

8. If you choose resolution through Dean of Students Office and are found responsible for this violation, the finding will be recorded directly on your disciplinary record. The record will be maintained by the Dean of Students Office and kept in accordance with the Family Educational Rights and Privacy Act (20 U.S.C § 1232g; 34 CFR Part 99) which means that the finding will be disclosed, upon proper request, to prospective employers or to other schools to which you may apply. Disciplinary records are kept on file for 8 years from the date of a student’s matriculation.

9. Whether you choose to sign this form or you choose resolution through the Dean of Students Office, your grade for the assignment in question, as well as your semester grade for the course, will be determined solely by your course instructor.

(This section to be completed by the student.)
I accept responsibility for the violation and I accept the proposed sanction. I understand that this resolution will be kept in an internal file for five years, and that, if I am found responsible for a second academic disciplinary offense, it will become part of my disciplinary record and may be used against me.

Student's Signature______________________________________________________

Student's Printed Name ___________________________________________________

Date ____________