

Academic Integrity Policy Department Head Resolution Form

Basic Information:

Student's Name: _____ 92#: _____
 Last First M

Term: Fall Spring Summer 20____ Course: _____

Nature of Allegation:

Cheating **Plagiarism** **Fabrication** **Facilitation**

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 with a note that the student did not participate in place of his/her signature. 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 s/he makes a decision 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 (i.e. copy of paper(s)/exam(s), evidence of plagiarism, course syllabus, etc...) to the Interim Associate Vice Chancellor for Student Success (222 Killian Annex or jlawson@wcu.edu) and his/her Dean.