



UNC CHARLOTTE

The WILLIAM STATES LEE COLLEGE of ENGINEERING

Academic Integrity Violation Checklist

The policy and procedure for handling academic integrity violations is UNC Charlotte Policy Statement # 407, Code of Student Academic Integrity (<http://legal.uncc.edu/policies/up-407>). The following checklist is designed to help guide you through resolutions of violations of the Code of Student Academic Integrity and is not a substitute for reading and understanding the Code.

Remember no penalty can be assessed without a signed settlement form or an Academic Integrity Board finding.

- Collect evidence of the suspected violation.
- Call the Dean of Students Office – 704-687-0345 – to verify if this is a first offense.

First Offense (Settlement Process) This is **not** recorded on the student’s transcript.

- Prepare a settlement form to present to the student(s).
<http://legal.uncc.edu/sites/legal.uncc.edu/files/media/aicsettlementform.pdf>
- Meet with the student(s) individually and present the evidence of the suspected offense.
- If you conclude that there was a violation, present the student with the proposed settlement. Penalties may range from a formal warning to an F (a U for a graduate student) in the course. *For more serious penalties (ones for which the faculty member considers the appropriate penalty to be more severe than an F (a U for a graduate student) in the course), see Second Offenses below.*
- Give the student three business days to decide whether to sign the settlement form and to accept the proposed penalty.
- If the student accepts the penalty, the student signs the settlement form in the presence of the instructor. If the penalty is not accepted, see Second Offense below.
- Forward the signed form to the Dean of Students Office in an envelope marked “CONFIDENTIAL” in a way that ensures that the settlement form was received.

Do not keep a copy for your records.

Second Offenses and Some First Offenses

For some first offenses (ones for which the faculty member considers the appropriate penalty to be more severe than an F (a U for a graduate student) in the course), all second offenses, or cases in which a student does not accept a penalty in the settlement process, the following applies:

- Contact the Chairman of the Academic Integrity Board to discuss arranging a hearing. The current chair (2012) is Rick Lejk, College of Computing and Informatics, 704-687-8567, lejk@uncc.edu.
- The student receives an incomplete (I) for the course until the Academic Integrity Board hears the case and issues a finding.

If you have questions, contact Ron Smelser, Lee College of Engineering Dean’s Office, 704-687-8244.