



UNC CHARLOTTE

The WILLIAM STATES LEE COLLEGE of ENGINEERING

## Academic Integrity Violation Checklist

The policy and procedure for handling academic integrity violations is University Policy 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> (course-related)  
<http://legal.uncc.edu/sites/legal.uncc.edu/files/media/AICSettlementForm-NonCourse.pdf> (non-course related)
- 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 Offenses and Some First Offenses 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 (2016-17) is Bruce Long, College of Computing and Informatics, 704-687-8441, [nblong@uncc.edu](mailto:nblong@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.