

Faculty-Student Resolution Form

Student disciplinary matters are **confidential** and should only be discussed with appropriate university officials.

Student:

Faculty:

Course:

A resolution between a faculty member and a student is optional and reserved for first-time offenses and cases that would likely result in a sanction less than suspension if forwarded to the Office of Student Conduct.

Description of Facts:

A faculty-student resolution may result in a reduced grade on the assignment, a reduced grade in the course, additional assignments, and/or other educational initiatives.

Description of Sanction:

Upon receipt of the proposed sanction, the student has 96 hours to consider and seek advice on whether to admit responsibility and accept the resolution. Responsibility can only be accepted and a sanction can only be imposed upon receiving the student's signature.

Student's signature _____ Date _____

Faculty's signature _____ Date _____

In the event that no agreement can be reached, this matter should be forwarded to the Associate Dean in the Office of Student Conduct (684-6938).

**ALL FORMS SHOULD BE FORWARDED TO THE OFFICE OF STUDENT CONDUCT
(PO BOX 90893) IMMEDIATELY UPON COMPLETION.**

This form should be accompanied by "Faculty-Student Resolution - Information for the Student" when presented to the student.

Faculty-Student Resolution – Information for Faculty

Student disciplinary matters are **confidential** and should only be discussed with appropriate university officials.

1. The faculty member shall first contact the Office of Student Conduct to discuss the appropriateness of this option with respect to the nature of the offense, as well as to learn of any prior violations. The Associate Dean of Students/Director of the Office of Student Conduct may be reached at 919-684-6938.
2. If the student has no record of prior offenses and the case appears to be one that, if adjudicated by a hearing panel, would result in probation or a sanction less severe than probation, it may be resolved between the faculty member and the student.
3. The faculty member shall meet with the student and present any information relevant to the case.
4. The student shall have an opportunity to respond to the allegations.
5. If the faculty member believes that academic dishonesty has occurred, the faculty member should complete a Faculty-Student Resolution form, including the proposed outcome, and present the form to the student.
6. Upon receipt of the proposed resolution, the student has 96 hours to consider and seek advice on whether to admit responsibility and accept the resolution.
7. If the student accepts the resolution, she/he should sign the resolution form in the presence of the faculty member. The faculty member should then forward a copy of the form to the Office of Student Conduct (Box 90893 or fax 919-681-7390).
8. If the student does not accept the proposed resolution, the faculty member should refer the case to the Office of Student Conduct.

Faculty-Student Resolution – Information for the Student

Student disciplinary matters are **confidential** and should only be discussed with appropriate university officials.

1. Definitions of academic integrity policies, as well as information about the disciplinary process, can be found at the Office of Student Conduct website at <https://studentaffairs.duke.edu/conduct>.
2. You may seek advice about this process from whomever you wish. Trained advisors are available through the Office of Student Conduct. A list of these advisors can be found at <https://studentaffairs.duke.edu/conduct/services/disciplinary-advisors>.
3. You are not required to sign this form if you disagree with its contents.
4. By signing the form, you are accepting responsibility for the alleged violation and agreeing to the terms of the sanction.
5. Failure to comply with the terms of the sanctions will result in disciplinary action through the Office of Student Conduct.
6. If the matter is resolved through a faculty-student resolution, the resolution will be kept on file in the Office of Student Conduct.
7. If no other academic dishonesty charges are filed during the student's undergraduate career, information regarding the faculty-student resolution will not be included as part of the student's formal disciplinary record and will not be reported outside the university.
8. If the student is charged with a subsequent academic dishonesty violation, the information available through this resolution may be referenced in subsequent proceedings and will become part of the student's reportable disciplinary record.
9. Whether this matter is resolved directly with the professor or through the Office of Student Conduct, the grade for the assignment and the course will be determined at the discretion of the professor.
10. If you have any questions about this process, contact the Office of Student Conduct (919-684-6938).

Please sign below acknowledging that you have read and understand this information.

Student's signature _____ Date _____

In the event that no agreement can be reached, this matter should be forwarded to the Associate Dean in the Office of Student Conduct (919-684-6938, conduct@duke.edu).