

# UNIVERSITY OF FLORIDA FACULTY/STUDENT RESOLUTION FORM

Please report any act of academic dishonesty to the office for Student Conduct and Conflict Resolution. **Refer to the Student Conduct and Conflict Resolution website at [www.dso.ufl.edu/sccr/faculty](http://www.dso.ufl.edu/sccr/faculty) for suggestions on responding to academic dishonesty.**

Remember to contact Student Conduct and Conflict Resolution at 392-1261, ext. 207 to determine if the student has a prior academic honesty violation. ***The instructor has the authority to adjudicate only a first offense of academic honesty.*** Second violations must be referred to the Student Conduct and Conflict Resolution.

**Note: The student may not drop this class. If the student is found responsible for academic dishonesty, he/she may not withdraw from the class. If a student attempts to drop a class, the individual will be restored to the class roster at the end of the term so the appropriate penalty can be imposed.**

***Faculty should forward the signed form and documentation validating the allegation to Student Conduct and Conflict Resolution, 202 Peabody Hall within 24 hours of both parties signing the form.***

Date: \_\_\_\_\_  
College: \_\_\_\_\_ Department: \_\_\_\_\_  
Course Number and Title: \_\_\_\_\_

**Instructor's Name:** \_\_\_\_\_ **Title:** \_\_\_\_\_  
E-Mail Address: \_\_\_\_\_ **Phone:** \_\_\_\_\_  
Address/Campus PO Box: \_\_\_\_\_

**Student's Name:** \_\_\_\_\_ **UFID#:** \_\_\_\_\_  
E-Mail Address: \_\_\_\_\_ **Phone:** \_\_\_\_\_  
Address: \_\_\_\_\_

**Faculty description of the facts of the incident (use additional page if necessary and please provide as much detail as possible):**

- **PLEASE TYPE OR PRINT CLEARLY \***

**Incident Date:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
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**SEE REVERSE SIDE  
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## UNIVERSITY OF FLORIDA FACULTY/STUDENT RESOLUTION FORM

**Student must check a box and sign this form within 24 hours after the student and faculty have thoroughly discussed the allegations. The student is to receive a copy of this signed form after meeting with the faculty member.**

- I have reached an agreement with the instructor concerning the allegation and sanction(s) imposed.  
(This acceptance of responsibility waives the student's right to any other adjudicatory process or appeal.)
- I do not accept responsibility for the alleged violation or I do not agree with the proposed sanction and I request a formal student conduct hearing

**While a student is under review for academic dishonesty it is important for him/her to continue attending class until the matter is resolved.** The student cannot drop a class in which there is an unresolved allegation. **If the student is found responsible, he/she may not withdraw from the class.** A student who does withdraw from the class will be reinstated. Only in rare circumstances and after consultation with Student Conduct and Conflict Resolution may the sanction for an honor code offense be the student's withdrawal from the class. **If the student is found responsible for academic dishonesty, the faculty member is accountable for adjusting the student's grade to reflect the grade penalty agreed upon when grades are due at the end of the semester. Until the matter is fully resolved, the student should be given a grade of Incomplete or "I" for the course.**

### Faculty description of the sanctions:

Under guidelines by the University of Florida an "E" or reduced grade on the assignment in question and/or course and an educational sanction are proper sanctions. If the student agrees that this sanction is appropriate, the matter is resolved with the faculty member and a signed copy forwarded to Student Conduct and Conflict Resolution with copies of documentation to validate your allegation. **Furthermore, a disciplinary record will be kept on file for the student and maintained in the Dean of Students Office through graduation for most offenses.**

Grade Penalty:

- "E" for the course
- Letter Grade Reduction for the course \_\_\_\_\_
- Assignment Reduction: \_\_\_\_\_
- Other: \_\_\_\_\_

Educational Sanctions: (Faculty can choose one or more, based on the incident and needs of the student)

- Ethical Decision Making Seminar
- Rewrite assignment/Project (Deadline: \_\_\_\_\_)
- Avoiding plagiarism workshop

Signature of Student: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Instructor: \_\_\_\_\_ Date: \_\_\_\_\_

***NOTE: Faculty members are responsible for submitting final grades to the Registrar's office.***

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