

ACADEMIC INTEGRITY FORM

Penn State Erie, The Behrend College

FOR THE FACULTY MEMBER TO COMPLETE

Faculty Name		Level of Infraction <i>(check one)</i>		
Student Name		Minor	Moderate	Major
Course Number	Semester	Recommended Academic Sanction		
Brief Description of the Infraction				

FOR THE STUDENT TO COMPLETE

Name		PSU ID		
PSU Email Address	Street Address			
Phone	City	State	Zip Code	

Note: All correspondence regarding your academic integrity case will be sent to the email and/or mailing address you provide on this form. If the contact information you provide is not accurate, all correspondence will be sent to the address on file with the Office of the Registrar.

- You have been accused of violating the University Code of Conduct Item 10 (Academic Dishonesty). You have the right to explain your side of the incident to the faculty member. If there is reasonable cause to believe that an academic integrity violation has occurred, an academic sanction will be assigned. Sanctions will be assigned taking into consideration any past academic integrity violations, precedents for similar violations, and specific circumstances of the incident.
- You have the right to:
 - 1) **accept** the charge(s) and academic sanction(s) or
 - 2) **contest** the charge(s) and academic sanction(s) and request a review by the Penn State Behrend Committee on Academic Integrity.
- If a hearing is held before the Committee on Academic Integrity and it determines that you are responsible for academic dishonesty, the Committee may uphold the proposed sanction(s), increase the proposed sanction(s), or decrease the proposed sanction(s).
- The College has the right to re-open your case in the event that you are found responsible for prior academic integrity violations.
- Consistent with University Policy G-9 Academic Integrity, **you may not drop or withdraw from this course** to avoid a sanction for a violation of academic integrity. Any such drop action of the course will be reversed. If, after notification of a violation of academic integrity, you fail to sign this form, the academic integrity adjudication process will go forward as defined by campus or college procedures.
- **Failure to sign this form within 3 business days will be interpreted as not contesting the charge(s) and academic sanction(s).**

I have read and understand the previous statements, and I understand the accusations made against me. I DO NOT CONTEST the incident and/or the academic sanction(s) imposed. I hereby waive a hearing before the College Committee on Academic Integrity.	Student Signature	Date
	Instructor Signature	Date
I have read and understand the previous statements, and I understand the accusations made against me. I DO CONTEST the incident and/or academic sanction(s) imposed. I hereby request a hearing before the College Committee on Academic Integrity. I must submit a written explanation of my side of the incident to the Associate Dean in the Chancellor's Office, Glenhill Farmhouse, within three (3) business days of the date noted by my signature.	Student Signature	Date
	Instructor Signature	Date

_____ **STUDENT REFUSED TO SIGN**

_____ Instructor Signature

_____ Date

FACULTY MEMBER: GIVE THE STUDENT PAGE TWO OF THIS FORM. RETURN THE COMPLETED FORM AND SUPPORTING DOCUMENTATION TO THE ASSOCIATE DEAN.

To be given to the student after the initial meeting to discuss the incident

This purpose of this form is to inform you of your rights now that you have been accused of an academic integrity infraction.

- You have been accused of violating the University Code of Conduct Item 10 (Academic Dishonesty). You have the right to explain your side of the incident to the faculty member. If there is reasonable cause to believe that an academic integrity violation has occurred, an academic sanction will be assigned. Sanctions will be assigned taking into consideration any past academic integrity violations, precedents for similar violations, and specific circumstances of the incident.
- You have the right to:
 - 1) **accept** the charge(s) and academic sanction(s) or
 - 2) **contest** the charge(s) and academic sanction(s) and request a review by the Penn State Behrend Committee on Academic Integrity.
- If you request a hearing before the Committee on Academic Integrity, you must submit a written explanation of your side of the incident and any supporting documentation to the Associate Dean in the Chancellor's office in the Glenhill Farmhouse within three (3) business days of the date you sign the Academic Integrity form.
- The Committee on Academic Integrity consists of Behrend faculty members and a student approved by the Office of Judicial Affairs.
- At the hearing you will have the opportunity to present an oral explanation of the incident, call witnesses on your behalf, question any witnesses presented by the faculty member, and to answer questions from the committee members. You may appear at the meeting by yourself or you may chose to be accompanied by any member of the Penn State community (student, faculty member, or staff member).
- If a hearing is held before the Committee on Academic Integrity and it determines that you are responsible for academic dishonesty, the Committee may uphold the proposed sanction(s), increase the proposed sanction(s), or decrease the proposed sanction(s).
- The College has the right to re-open your case in the event that you are found responsible for prior academic integrity violations.
- Consistent with University Policy G-9 Academic Integrity, **you may not drop or withdraw from this course** to avoid a sanction for a violation of academic integrity. Any such drop action of the course will be reversed. If, after notification of a violation of academic integrity, you fail to sign this form, the academic integrity adjudication process will go forward as defined by campus or college procedures.
- A copy of the signed Academic Integrity Form will be mailed to your local address at the end of the process.
- **Failure to sign this form within three (3) business days will be interpreted as not contesting the charge(s) and academic sanction(s).**

In order to better understand your rights, you should contact the Director of Student Affairs, Dr. Ken Miller, in the Office of Student Affairs (115 Reed Union Building; kqm3@psu.edu; 898-6111).

In order to better understand the Academic Integrity process, you should contact the Associate Dean for Academic Affairs, Dr. David Christiansen (Glenhill Farmhouse; djc21@psu.edu; 898-6160). You may also find additional information at the following URL: www.behrend.psu.edu/faculty/academics/integrity-guidelines.pdf.