

TO BE READ AND COMPLETED BY THE INSTRUCTOR:

Use the [Faculty Instructions for Handling Cases of Academic Dishonesty](#) with this form. Please print:

Instructor:
Student:
Course/semester:
Date of incident:
Brief description of the charge(s) ; attach additional page if necessary:
Recommended academic sanction:
Recommended disciplinary sanction (if XF, include duration on transcript):

You may not propose a sanction unless the student has received notification of the charge(s) (verbally or in writing), your recommendation for a sanction, and a summary of the evidence that substantiates your charge(s), and has had an opportunity to address the alleged violation(s).



I have discussed the charge(s) and the sanction(s) with the student:

_____/_____/_____
Instructor signature **Date**

When this form is complete, return it with your supporting documentation to Barbara Welshofer, Academic Integrity Coordinator, 116 Sparks Building, University Park, PA, 16802.

TO BE READ AND COMPLETED BY THE STUDENT CHARGED WITH ACADEMIC MISCONDUCT:

Print your contact information below:

Name:	PSU ID:		
PSU email:	Street address:		
Phone:	City:	State:	Zip code:

Read and initial below:

- 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 college procedures. **Failure to sign the form will be interpreted as non-contesting.**
- You have three business days upon your receipt of this form to sign and return the form to the instructor indicating whether you choose to contest or not contest the charge(s) and sanction(s).
- Proposed academic and/or disciplinary sanction(s) may be changed upon review by the College of the Liberal Arts Academic Integrity Committee or the Office of Judicial Affairs.
- The College or the Office of Judicial Affairs has the right to re-open your case in the event that you are found responsible for prior academic integrity violations.
- 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 on this form is not accurate, all correspondence will be sent to the address on file with the Office of the Registrar.

_____ **I have read and understand the previous statements. I have received verbally, or in writing, a summary of the alleged violation(s) and I understand the charge(s) made against me.**

You have the right to:

1. **accept** the charge(s) and sanction(s), or
2. **contest** the charge(s) and sanction(s) and request a review by the College of the Liberal Arts Academic Integrity Committee.

Sign one of the following:

I DO NOT CONTEST the charge(s) stated above. I request that a review of my case by the College of the Liberal Arts Academic Integrity Committee **be waived**. I understand that this case may be re-opened and a new sanction assigned if I have a prior academic integrity violation.

_____/_____/_____
Student signature **Date**

I CONTEST the charge(s) stated above and **request a review** of my case by the College of the Liberal Arts Academic Integrity Committee.*

_____/_____/_____
Student signature **Date**

* Include with your signed form a statement of the case from your perspective, along with any documentation you wish to attach. Copies of your documentation will be forwarded to the members of the Liberal Arts Academic Integrity Committee for their review.

<http://www.la.psu.edu/undergrad/integrity/integrity.htm>