**Academic Dishonesty & Resolution Meeting Report**

**Students, faculty and staff share in the responsibility for maintaining the academic standards of NYIT, for promoting integrity, and for upholding the Academic Integrity Policy. To promote a learning environment that is built upon the fundamental values of honesty, trust, fairness, respect and responsibility each community member is encouraged to confront instances of suspected wrongdoing and to report alleged violations of the academic integrity policy.**

**This form consists of two parts:**

1. **Academic Dishonesty Report**
2. **Academic Resolution Report**

**In accordance with the Academic Integrity Policy, this report should be completed by the instructor and forwarded along with all documentation to the Department Chair and to the Dean of Campus Life on the campus where the violation occurred (or in an online course to the Dean of Campus Life where the instructor is based) within five (5) business days at the conclusion of an Academic Dishonesty Resolution Meeting. This Academic Dishonesty & Resolution Report serves as the official record of the meeting and will become part of the student’s disciplinary record at NYIT.**

**Both the instructor and the student are required to sign this form and each should retain a copy for their personal records.**

1. **Academic Dishonesty Report**

Instructor\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Department/Campus\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone Number\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Email Address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Student ID Number\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Course Title and #\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date of Incident\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Violation: \_\_\_\_Plagiarism\_\_\_\_Cheating\_\_\_\_Unauthorized Collaboration\_\_\_\_Fabrication\_\_\_\_Facilitation

 \_\_\_\_Misrepresentation\_\_\_\_Participation in Dishonest Acts

**Instructor’s Summary of Incident** (attach separate sheet if necessary):

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Description of Evidence Attached (list or describe the evidence you are attaching to this document):**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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1. **Academic Dishonesty Resolution Meeting Report**

An Academic Dishonesty Resolution Meeting is conducted by the instructor of the course in which an alleged violation of the Academic Integrity Policy has occurred. When an instructor suspects that a student may have violated the college’s policy, the instructor shall meet with the student to discuss his or her concerns and present the student with any supporting evidence and documentation. The student shall be afforded the opportunity to respond to the allegation and to offer an explanation.

**Sanction(s) Imposed by Instructor**

\_\_\_\_Verbal warning

\_\_\_\_No credit for work in question

\_\_\_\_Resubmission of assignment or re-examination

\_\_\_\_Assign additional work

\_\_\_\_Grade penalty on assignment

\_\_\_\_Grade penalty in course

\_\_\_\_Failure in course

\_\_\_\_Other

**Explanation for Sanction(s):**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Student Statement of Responsibility:**

\_\_\_\_I accept responsibility for violating the Academic Integrity Policy and agree to the sanction(s).

\_\_\_\_I accept responsibility for violating the Academic Integrity Policy but do not agree with the

 sanction(s).

\_\_\_\_I do not accept responsibility for violating the Academic Integrity Policy, nor do I

 agree with the sanction(s) imposed.

**If the student does not accept responsibility and/or disputes the allegation or decision of the instructor the matter will be referred to the Dean of Campus Life for final determination of responsibility. If a final grade is needed, the instructor should assign the grade of Incomplete pending the final determination of the student’s responsibility by the Office of Campus Life. If found responsible through the disciplinary process, the student is subject to the sanction(s) listed above in addition to disciplinary probation or separation from NYIT through suspension or expulsion.**

**Student Comments** (attach separate sheet if necessary):

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Student Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Instructor Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_