

**THE HONOR PLEDGE:**

*"I pledge on my honor that I have not violated the Appalachian State University Academic Integrity Code."*

The Honor Pledge is a cornerstone of the University's Academic Integrity Code and serves as a reminder of the University's commitment to academic integrity.

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**RIGHTS OF INVOLVED PARTIES:****The student has the following rights:**

- a. to be provided a fundamentally fair process;
- b. to be presumed not responsible for a Code violation unless determined otherwise;
- c. to be notified of any allegation(s) of academic misconduct;
- d. to review the information to be presented in any resolution; such information may be redacted;
- e. to present relevant information on their behalf;
- f. to obtain support, advice, or assistance relevant to the Code;
- g. to be provided administrative assistance by the Office of Student Conduct;
- h. to have outcome(s) imposed based on the guidelines in the Code;
- i. to be informed of the final decision and results of a proceeding;
- j. to request accommodations under Section 504 of the Rehabilitation Act and the Americans with Disabilities Act through the Office of Access and Equity: Disability Resources;
- k. to know the names of individuals speaking or providing written information considered at any hearing;
- l. to confront, the allegations, formal charge(s), and relevant information presented against them, which in all cases the University will bring forward;
- m. to request that a Board member be excluded from the hearing for a conflict of interest;
- n. to pose reasonable questions, verbal or written, to any witness at a hearing;
- o. to have any prior academic misconduct excluded during a Board's deliberation of findings;
- p. to appeal any decision of a Board, pursuant to Article VIII of the Code;
- q. to have supervised access to a recording of the hearing proceedings; and
- r. to have academic misconduct records remain confidential unless an exception is allowed or required by law.

**The faculty member has the following rights:**

- a. to be provided a fundamentally fair process;
  - b. to review the information to be presented in any resolution, such information may be redacted;
  - c. to present relevant information on their behalf;
  - d. to obtain support, advice, or assistance relevant to the Code;
  - e. to be provided administrative assistance by the Office of Student Conduct;
  - f. to have outcome(s) imposed based on the guidelines set forth in the Code;
  - g. to be informed of the final decision and results of a proceeding;
  - h. to request accommodations under Section 504 of the Rehabilitation Act and the Americans with Disabilities Act through the Office of Access and Equity: Disability Resources;
  - i. to know the names of individuals speaking or providing written information considered at any hearing;
  - j. to be provided the same opportunities as the student to address any University official involved with the resolution of the complaint, including being present during the findings stage of the hearing;
  - k. to request that a Board member be excluded from the hearing for a conflict of interest; to have supervised access to a recording of the hearing proceedings.
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### PRIVATE AND CONFIDENTIAL

#### INCIDENT INFORMATION:

Alleged Violation Date: \_\_\_\_\_ Reporting Date: \_\_\_\_\_  
Faculty Name: \_\_\_\_\_ Email Address: \_\_\_\_\_  
Phone Number: \_\_\_\_\_ Department: \_\_\_\_\_  
Location of Incident: \_\_\_\_\_  
Course Name: \_\_\_\_\_ Course Number: \_\_\_\_\_ Section: \_\_\_\_\_  
Academic Level:  Undergraduate  Graduate

#### STUDENT INVOLVED IN ALLEGATION:

<u>First and Last Name</u>	<u>Banner ID</u>	<u>Email Address</u>
_____	_____	_____

#### ALLEGED ACADEMIC INTEGRITY VIOLATION:

- Cheating: Using, attempting to use, or giving unauthorized assistance or materials to gain academic advantage.
- False Information: Providing false academic information in any form, regardless of communication (e.g. e-mail or other electronic information), intending to deceive or mislead.
- Misuse of Academic Materials: Acquiring, stealing, damaging, or sharing academic materials, without a faculty member's or student's consent to gain an academic advantage.
- Multiple Submission: Submitting an assignment more than once, from a current or prior course without the consent of all involved faculty members.
- Plagiarism: Presenting another's words or ideas as one's own without attribution.

#### INCIDENT RELATED DESCRIPTIVE/NARRATIVE:

*Please attach a detailed description of the incident using specific, concise, and objective language. Incident reports should indicate and define the following: who, what, where, when, and how. This report should also be written in the third person.*

#### SUPPORTING DOCUMENTATION:

*Please attach any supporting documents including pertinent records (e.g., assignment, syllabi), exhibits (e.g., photographs, audio/video information, social media information), written/oral statements, and correspondence with the alleged (e.g. email threads).*

### PROPOSED OUTCOME(S):

The faculty have determined that the appropriate outcome(s) for this violation is the following:

- Resubmission of the assignment with or without academic penalty.
- Receive a grade on the assignment of \_\_\_\_\_.
- Receive a reduced grade for the course from \_\_\_\_\_ to \_\_\_\_\_.
- Receive a grade of F for the assignment.
- Receive a grade of F for the course.
- Require that you attend an Academic Integrity Seminar (Student is responsible for Administration Fees)

### CONSIDERATIONS:

Before deciding whether to resolve this matter through the proposed mutual resolution, the student and faculty should consider the following:

- (1) The student is not required to agree to this resolution or to sign this form.
- (2) The student and faculty are strongly encouraged to seek advice and counsel on this decision, e.g., parent or advisor.
- (3) The student has three (3) working days to seek advice and decide whether to sign.
- (4) If the student signs, they are admitting responsibility to the violation and accepting the outcomes proposed by the faculty.
- (5) If, after three (3) working days, the student does not agree to this resolution and sign this form, this matter will be referred to the Office of Student Conduct for processing pursuant to the [Academic Integrity Code](#).
- (6) The student has the right to a formal hearing before the Academic Integrity Board before any outcomes may be imposed.
- (7) A student may not withdraw from a course in which the alleged violation(s) is pending. Should a student withdraw from the course prior to the alleged violation(s) being resolved, a grade of "W" will be considered temporary. If a student is found responsible for the violation(s), the course cannot be dropped retroactively.

By signing I agree that:

- I accept this mutual resolution;
- I waive my right to a formal resolution;
- I accept responsibility for the violation(s) of the Academic Integrity Code in the manner described above; and
- I accept the proposed outcome(s).

Student name: \_\_\_\_\_

Student signature: \_\_\_\_\_ Date: \_\_\_\_\_

Student email: \_\_\_\_\_

Faculty signature: \_\_\_\_\_ Date: \_\_\_\_\_

\*Faculty must complete and return pages 2 and 3 to the Office of Student Conduct via the [Academic Integrity Incident Form](#).\*