**Faculty Information for the SETTLEMENT OF AN ACADEMIC DISHONESTY CHARGE**

In your meeting with the student please review the nature of the violation and sanction(s). After discussion, please collect the form from the student and send to the Office of Student Conduct:

Email: sccs@temple.edu

Interoffice Mail: Office of Student Conduct and Community Standards
Student Center, Suite 318
Phone: (215) 204-3286
Fax: (215) 204 3318

Students have four options:

1. Student agrees to sign the settlement of an Academic Dishonesty Charge form, admitting responsibility for the violation (*Resolution 1*) and accepting the academic penalty or is pleading ‘no contest’ (*Resolution 2)*.
Action:
	1. In either of these cases you will impose the sanction
		1. After scanning the form, please reply to the email you received from Student Conduct (sccs@temple.edu) and attach the form (or send through interoffice mail to the above address.) The matter is concluded if the student has no other findings of responsibility for academic dishonesty.
			1. Student Conduct will end the hold, if the resolution is prior to the Withdrawal deadline and the sanction is not a grade of “F” for the course. After the hold is ended the student will be able to withdraw.
			2. Student will not end the hold, if the resolution is prior to the Withdrawal deadline and the sanction is a grade of “F” for the course.
2. Student chooses not to take responsibility for violating the Academic Dishonesty and Impropriety clause (Resolution *3).*
Action:
	1. In this case you would refer the case to the Office of Student Conduct and Community Standards.
		1. After scanning the form, please reply to the email you received from Student Conduct (sccs@temple.edu) and attach the form (or send through interoffice mail to the above address.)
		2. Forward the following items when available:
			1. Copy of student’s work
			2. Copy of Syllabus
			3. Copy of any sources from which student may have plagiarized
			4. Copy of documents from SafeAssign, web searches, or similar materials (if any).
	2. If the case is resolved prior to the Withdrawal deadline for the course, Student Conduct will:
		1. end the hold if the sanction is not a grade of “F” for the course. After the hold is ended the student will be able to withdraw.
		2. not end the hold, if the resolution is prior to the Withdrawal deadline and the sanction is a grade of “F” for the course. Student will not be able to withdraw from the course.
3. Student decides not to sign the form.
Action:
	1. In this case, please reply to the email that you received from Student Conduct (sccs@temple.edu ) and scan and attach the unsigned form.
		1. Forward the following items when available:
			1. Copy of student’s work
			2. Copy of Syllabus
			3. Copy of any sources from which student may have plagiarized
			4. Copy of documents from SafeAssign, web searches, or similar materials (if any).
	2. If the case is resolved prior to the Withdrawal deadline for the course, Student Conduct will:
		1. end the hold if the sanction is not a grade of “F” for the course. After the hold is ended the student will be able to withdraw.
		2. not end the hold, if the resolution is prior to the Withdrawal deadline and the sanction is a grade of “F” for the course. Student will not be able to withdraw from the course.
4. Student chooses not to make an appointment by the expiration date of the hold (Withdrawal deadline).
Action:
	1. In this case, please reply to the email that you received from Student Conduct (sccs@temple.edu) and let them know that the student never made an appointment. The Office of Student Conduct may choose to pursue a sanction according to their process. Student Conduct will follow up with you upon resolution of the case.
5. If you find additional instances of academic misconduct for the same student in the same course after you have submitted a charge of academic misconduct through the workflow, please communicate additional charges to Student Conduct directly: sccs@temple.edu . Please provide the case number for the original charge in this email.