

# Faculty-Student Resolution Form

Student disciplinary matters are *private* and should only be discussed with appropriate university officials.

**Student Name/ID #:**

**Faculty Name/email:**

**Course, Section:**

**Date of Incident/Term:**

A faculty-student resolution is an opportunity for an instructor to resolve a violation of academic integrity directly with a student if the student accepts responsibility for the allegation (and the instructor's proposed resolution), the alleged behavior is deemed appropriate by the Office of Academic Integrity (OAI) for resolution between the instructor and student, and the student has not previously been held accountable for a violation of academic integrity through an FSR or through OAI.

**Description of Facts:**

A faculty-student resolution may result in a re-do of the assignment with or without grade penalty; reduced grade on the assignment, a reduced grade in the course, additional assignments, and/or educational initiatives.

**Description of Resolution:**

Upon receipt of the proposed resolution, the student has 72 hours to consider and seek advice on whether to accept responsibility and this resolution. Responsibility can only be accepted, and an outcome can only be issued, upon receiving the student's signature on this form and/or confirmed agreement to the resolution via the student's USC email account.

Student's signature \_\_\_\_\_ Date \_\_\_\_\_

Faculty's signature \_\_\_\_\_ Date \_\_\_\_\_

If an agreement cannot be reached, this matter should be forwarded to the Office of Academic Integrity.

ALL FORMS AND SUPPORTING DOCUMENTATION SHOULD BE FORWARDED TO THE OFFICE OF ACADEMIC INTEGRITY ([academicintegrity@usc.edu](mailto:academicintegrity@usc.edu)) IMMEDIATELY UPON COMPLETION.

*This form should be accompanied by "Faculty-Student Resolution - Information for the Student" when presented to the student.*

# Faculty-Student Resolution

## *Information for Faculty*

Student disciplinary matters are **private** and should only be discussed with appropriate university officials.

1. The faculty member is encouraged to contact the Office of Academic Integrity (OAI) ([academicintegrity@usc.edu](mailto:academicintegrity@usc.edu) or 213-764-4163) discuss the appropriateness of this option with respect to the nature of the offense and to confirm the student is eligible for a faculty-student resolution.
2. If the student has no record of (a) prior academic offense(s) and the case appears to be one that, if referred to the formal disciplinary process, would result in an outcome of disciplinary probation or less\*, it may be resolved between the faculty member and the student.
3. The faculty member should meet with the student and present any information relevant to the case.
4. The student should have an opportunity to respond to the allegation.
5. After meeting with the student and considering the student's response to the allegation, if the faculty member still believes that a violation of academic integrity has occurred, the faculty member should complete a Faculty-Student Resolution form, including the proposed outcome, and present the form to the student.
6. Upon receipt of the proposed resolution, the student has 72 hours to consider and seek advice on whether to accept responsibility and the resolution.
7. If the student accepts the resolution, the student should sign the resolution form and return it to the faculty member and/or accept the agreement via the student's USC email account. The faculty member should then forward the form/email to the Office of Academic Integrity ([academicintegrity@usc.edu](mailto:academicintegrity@usc.edu)).
8. If the student does not accept the proposed resolution, the faculty member should refer the case to the Office of Academic Integrity for resolution.

\*Behaviors deemed appropriate for resolution between an instructor and student may include but are not limited to: minimal plagiarism; turning in an assignment with minimal unauthorized collaboration or unauthorized access to resources; continuing to write on an exam after time called; submission of same assignment to more than one instructor without instructor approval; use of an online translator in foreign language courses; or, indicating attendance/participation in a course on behalf of an absent student. Faculty are invited to consult with the Office of Academic Integrity ([academicintegrity@usc.edu](mailto:academicintegrity@usc.edu) or 213-764-4163) for appropriateness of a faculty-student resolution for other circumstances, or if the instructor believes the extent of the violation warrants an "F" in the course.

# Faculty-Student Resolution

## *Information for the Student*

Student disciplinary matters are **private** and should only be discussed with appropriate university officials.

1. Definitions of academic integrity policies, as well as information about the disciplinary process, can be found at the Office of Academic Integrity website [LINK] and in *Living Our Unifying Values: The USC Student Handbook*.
2. You may seek advice about this process from whomever you wish.
3. You are not required to sign this form if you disagree with it.
4. By signing the form, you are accepting responsibility for the alleged violation and agreeing to the terms of the sanction.
5. Failure to comply with the terms of the outcomes will result in disciplinary action through the Office of Academic Integrity.
6. If the matter is resolved through a faculty-student resolution, the resolution will be kept on file in the Office of Academic Integrity.
7. If no other academic dishonesty charges are filed during the student's career, information regarding the faculty-student resolution will not be included as part of the student's formal disciplinary record and will not be reported outside the university.
8. If the student is charged with a subsequent academic dishonesty violation, the information available through this resolution may be considered in subsequent proceedings.
9. If you have any questions about this process, contact the Office of Academic Integrity ([academicintegrity@usc.edu](mailto:academicintegrity@usc.edu) or 213-764-4163).

Please sign below acknowledging that you have read and understand this information.

Student's signature \_\_\_\_\_ Date \_\_\_\_\_

In the event that an agreement cannot be reached, this matter should be forwarded to the Office of Academic Integrity ([academicintegrity@usc.edu](mailto:academicintegrity@usc.edu)) for resolution.