



NORTHERN

STATE UNIVERSITY

Academic Misconduct Informal Resolution Form

Pursuant to the [South Dakota Board of Regents Policy 2:33 – Student Academic Misconduct](#), if a Faculty Member suspects Academic Misconduct, the Faculty Member must report such alleged Academic Misconduct to the Student Conduct Officer.

At the Faculty Member's request, the Student Conduct Officer will inform the Faculty Member whether the Student has ever engaged in Academic Misconduct, which information may be used in determining any academic consequences should it be determined that the Student engaged in Academic Misconduct.

Then, the Faculty Member will request a meeting with the Student to discuss the allegations and attempt an informal resolution. When requesting an informal meeting with the Student, the Faculty Member must provide notice to the Student of the following:

- (1) **Brief description of the alleged misconduct;**
- (2) **Reference to policy alleged to have been violated;**
- (3) **A time/date to meet with the Faculty Member within a reasonable timeframe;**
- (4) **Information about the right to have an Advisor¹ present during the informal resolution meeting.**

During the meeting, an informal resolution is reached where:

- a. **The Student and the Faculty Member agree that there was no Academic Misconduct; or**
- b. **The Student admits to the Academic Misconduct, agrees to the academic consequence, and acknowledges this acceptance with his/her signature.**

Agreement to an informal resolution is final and a Student waives the right to appeal both the fact that the Student engaged in Academic Misconduct and the academic consequence.

If informal resolution is reached, the Faculty Member must inform the Student Conduct Officer. If the informal resolution included the Student admitting to the Academic Misconduct, the Faculty Member must provide the signed form used to document the Student's agreement to the Student Conduct Officer.

If informal resolution is not reached, the Faculty Member must inform the Student Conduct Officer that the alleged Academic Misconduct was NOT informally resolved through [BOR policy 2:33](#) and will need to be addressed through [South Dakota Board of Regents Policy 3:4 – Student Code of Conduct](#).

If the informal resolution included the Student admitting to the Academic Misconduct, the Student will also be issued conduct sanctions. The Student's right to appeal any such conduct sanctions is limited to arguing that the conduct sanctions imposed were not appropriate for the violation that the Student committed.

Whether or not informal resolution is achieved, a copy of this form should be provided to the Student Conduct Officer.

¹ As outlined in BOR Policy 3:4(2.A), you have the right to have an advisor of your choice present during this meeting and all future meetings. BOR Policy 3:4(2.A) defines "advisor" as: a person of the student's choosing who has agreed to advise a student throughout the student conduct process. The advisor may be a faculty member, staff member, student, attorney, family member, or anyone else. The advisor is limited to advising the student directly, and is not permitted to speak to anyone else, or participate directly, in any hearing. Students should choose an advisor who is available to attend any scheduled meetings or hearings because advisor availability is not considered in scheduling meetings or hearings.

Student Name

Student ID Number

Date

Faculty Member of Record

Course Number and Course Title

Description of Alleged Academic Misconduct Incident

Please include specific description of the alleged behavior and identify the provision of the policy that would be violated by the alleged behavior (*Attach any supporting documentation and materials*).

Academic Consequences

Please include specific details of academic consequences including assignment grade, final course grade, and/or additional relevant course work (*Attach any supporting documentation and materials*).

Informal Resolution

We agree that the Student engaged in Academic Misconduct as described above and the Student agrees to the academic consequence as described above.

We agree that the Student did not engage in Academic Misconduct as described above, for the following reason(s) (*Attach any supporting documentation and materials*).

Student and Faculty Member accept informal resolution and the incident was resolved to both parties' satisfaction.

If the informal resolution included the Student admitting to the Academic Misconduct, Student acknowledges that s/he has read and understands the information contained in this Academic Misconduct Informal Resolution Form, including:

- The waiver of any right to appeal both the fact that the Student engaged in Academic Misconduct and the academic consequence;
- The limited right to appeal any conduct sanctions.

Student Signature

Date

Faculty Member Signature

Date