

Report of Resolution of Incident of Plagiarism

Faculty who wish to resolve a case of plagiarism without a hearing must, after consulting with the associate dean for conduct, complete this form and submit it to the dean who will keep it in a confidential file. If this is the only incident of plagiarism in which the student is involved during his or her time at Colgate, the dean will destroy this record once the student has left the institution. Students must be allowed at least three business days from the date of conversation indicated below to decide whether to accept the resolution offered by the faculty member. This form will be used to inform decisions regarding any later complaint of academic dishonesty and may, in that event, become part of the student's permanent record. Students should be advised that the associate dean for conduct is available to them to discuss their options. Faculty should retain a copy of this report and give a copy to the student.

Student Name: _____ **ID#:** _____ **Class Year:** _____
Course: _____
Name of Instructor: _____
Date of Conversation in Which Resolution Was Offered: _____
Description of Incident: _____

Resolution of Incident (penalty to be imposed on the plagiarized assignment): _____

Instructor Signature: _____ **Date:** _____

Student's statement:. The student must read and sign **one** of the statements below.

I acknowledge my responsibility for this incident of plagiarism, and I waive my right to a hearing on it before the University Student Conduct Board. I understand how this form may be used: if I become involved in another incident of plagiarism, this form will be used to help determine how to handle the case. If the Judicial Officer currently has a form on file for me from a prior incident, or if I have been found responsible for a prior incident, or if additional facts emerge from this incident, I realize that I may still be required to face a hearing on this incident.

Student Signature: _____ **Date:** _____

I do not acknowledge that I am responsible for plagiarism in this case, and I request a hearing on the charge before the University Student Conduct Board. I understand that the Board may impose the penalties of warning, suspension, or expulsion if they find me responsible, depending on the seriousness of the offense. I also understand that, if they find me responsible and if additional evidence, for example an earlier finding of responsibility for academic dishonesty is presented or a report of plagiarism is on file, that evidence may be considered by the Conduct Board in their determination of a penalty.

Student Signature: _____ **Date:** _____

Associate Dean for Conduct Approval/Signature: _____ **Date:** _____