Eastern Washington University

Student Academic Integrity: Direct Resolution

This form is to be filled out if you (the instructor) have elected to use direct resolution to resolve the issue.

*When using Direct Resolution, please present this charge to the student within five university instruction days of establishing that grounds exist for an infraction of the Student Academic Integrity Policy.*

**Section I: Summary of Charges and Notification** *(to be completed by the course instructor):*

Instructor Name: ____________________________ Telephone: ____________________________

Department: ____________________________ Quarter/Yr: ____________________________

Course Prefix/No. and Section: ____________________________

Student Name/ID No.: ____________________________

Student is: _____ Undergraduate _____ Post-Baccalaureate _____ Graduate Student

**Type of Violation:** *(Please describe the violation, including a detailed description of events date(s), time and place. Use additional sheets if necessary and indicate number of sheets attached: _____________)*

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**Proposed Sanction:**

**Date student notified:** ____________ **Method of delivery of notification:**

Mail In Person Other
Section II: Student Response to Charges. (To be completed by the student and returned to the Operations Manager, Undergraduate Studies, Hargreaves 103, within five university instruction days or the sanction recommended in Section I will be implemented and the student's right to appeal will be waived.)

Acceptance of Responsibility and Sanction:

I, (name of student) ____________________________, accept responsibility for the actions indicated above. I understand the charges and accept the proposed sanction defined in Section I. I waive my right to appeal this charge.

Signature of Student: ___________________________ Date: __________

Denial of Responsibility and Request for Hearing:

I, (name of student) ____________________________, do not accept responsibility for the actions indicated above or I dispute the allegations in this charge of violation of academic integrity. I wish to appeal these charges to an appointed arbitrator

Signature of Student: ___________________________ Date: __________

Student: Sign above and notify the instructor of your intent to appeal within five university instruction days of the date of receipt of these charges. Deliver this document to the Operations Manager, Undergraduate Studies, Hargreaves 103.
Section III: Appeal Arbitrator Decision (to be completed by the Arbitrator appointed for an appeal against a Direct Resolution charge and sanction).

Date appeal request received from student: ________________________________

Arbitrator appointed to hear appeal: __________________ Date: __________

Decision of appeal arbitrator:

_____ Uphold instructor’s charge and sanction as indicated in Direct Resolution notification

_____ Uphold decision of arbitrator in External Resolution

_____ Overturn or alter instructor’s or initial arbitrator’s decision (indicate decision in narrative format below):

Signature of Appeal Arbitrator: __________________________ Date: __________

Appeal Arbitrator: return this form to the Operations Manager within ten university instructional days of your appointment to this case. This decision is final and binding on all parties.

Operations Manager, Undergraduate Studies: notify the student and instructor of the final appeal decision and forward a copy of this form to the Office of Student Rights & Responsibilities, PUB 320.

Important: This report is part of the student’s confidential educational record at Eastern Washington University. It may only be shared with the individual to whom it pertains and with those within the university who have a legitimate educational need for the information contained in this report. If the report names additional students, their statutory right to privacy must be protected. For example, their names must be deleted on any copy of the report shared with the student about whom the report is filed. Educational records are to be destroyed after seven years. A permanent copy of this form and accompanying documentation is to be maintained on file by the Office of Student Rights and Responsibilities.

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