Eastern Washington University

Student Academic Integrity: External Resolution

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

Forward this form to the Operations Manager, Undergraduate Studies, in Hargreaves 103 within five university instruction days of the date you established that a violation of academic integrity occurred.

Section I: Summary of Charges (to be completed by 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: ___________)

Proposed Sanction:

Date instructor notified student: ______________ Method of notification: __________

Mail In Person Other
Section II: Student Notification and Response to Charge (Section A and B to be completed by the Operations Manager, Undergraduate Studies)

A. Received by the Operations Manager, Undergraduate Studies:  

Arbitrator appointed: ___________________________  
(Name)  
(Date)

B. Notification to student of appointment for initial hearing:

Date of Notification: _______________  
Method of notification: Certified Mail  In Person  E-Mail

Time/Date of Initial Hearing with the Operations Manager, Undergraduate Studies: _______________

Operations Manager, Undergraduate Studies: (If the student fails to respond to the notice of initial hearing or fails to attend the hearing once notified without contacting your office for a change of appointment, the student is presumed to decline the hearing and the original sanction recommended by the instructor is applied. Indicate student failure to respond below and notify the instructor to proceed to apply the proposed sanction.

(Name of student/ID No.) ___________________________________________ was duly notified of an initial hearing appointment and failed to respond to such notification or to appear for the hearing. I have notified the instructor named in Section I regarding this declination of appeal and approved the imposition of the originally-proposed sanction by this instructor.

C. 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.
Section III: Arbitrator Decision (to be completed by the Arbitrator appointed to review the charges as a first hearing through the External Resolution option).

I, (name of arbitrator) ____________________________, have completed a review of the charges of violation of academic integrity and other evidence and documentation presented to me or deemed necessary be me. My determination in this matter is:

_____ To affirm the charges and sanction proposed by the instructor and to approve the immediate implementation of the sanction(s).

_____ To affirm the commission of a violation of academic integrity but to apply the following sanction:

_____ To deny the charges of a violation of academic integrity and to find the student not responsible for a violation of academic integrity as charged.

Signature of Arbitrator: ____________________________ Date: ____________

Arbitrator: Return this form to the Operations Manager, Undergraduate Studies, within ten university instructional days of your appointment to this case.

Operations Manager, Undergraduate Studies: Notify the student and instructor of the appeal decision and forward a copy of this form to the Office of Student Rights and Responsibilities for the student’s file.
Section IV: Appeal Arbitrator Decision (to be completed by the Arbitrator appointed for an appeal against a decision of an initial arbitrator appointed in the External Resolution process).

Date appeal request received from student (must be within three instructional days of the notification of decision of initial arbitrator): ____________________________

Arbitrator appointed to hear appeal: ___________________________________________  (Name)  ___________________________________________  (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 and attach)

Signature of Appeal Arbitrator: ___________________________  Date: ______________

Appeal Arbitrator: Return this form to the Operations Manager, Undergraduate Studies, 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 and Responsibilities for the student’s file.

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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