



Faculty and Staff /Student Resolution Form

College of Pharmacy
Office of Academic Affairs
& Office of the Registrar
Student Conduct & Conflict Resolution

SECTION I: STUDENT INFORMATION *(to be completed by student)*

Student ID#: _____ Name: _____
LAST First M.I.

Course # and Title: _____ Faculty's Name: _____

Year and Term course was taken: _____ Academic Year: P1 P2 P3

SECTION II: FACULTY OR STAFF STATEMENT *(to be completed by faculty or staff)*

Description of alleged breach of Honor Code (continue on a separate page if necessary):

Staff must present the form to their supervisor who will meet with the student to discuss the alleged breach or Honor Code. The student must check a box and sign this form within 24 hours after the student and faculty member have thoroughly discussed the allegations. *The faculty member is required to provide a copy of this signed form to the student.* [Note: By checking either Box 2 or Box 3, the student does not contest/dispute the alleged violation(s).]

- Box 1: I do not accept responsibility for the alleged violation. I request a formal hearing with the Professional Academic Standards Committee.
- Box 2: I accept responsibility for the alleged violation and accept the proposed sanction(s). By accepting responsibility, I acknowledge that I have waived rights to any other adjudicatory process or appeal.
- Box 3: I accept responsibility for the alleged violation, but I do not agree with the proposed sanction(s). I request a formal hearing with the Professional Academic Standards Committee on the Sanction.

If the student is found responsible for academic misconduct, the faculty member is accountable for adjusting the student's grade to reflect the agreed upon academic sanction when grades are due at the end of the semester.

Until the matter is fully resolved, the student should be given a grade of Incomplete or "I" for the course. Please attach a Grade Change Form, if necessary, to report the Incomplete and/or final grade for the course.

Faculty and Staff Description of the Sanctions:

Under guidelines set forth by the policies and procedures of the California Northstate University, an "F" or reduced grade on the assignment in question and/or course and an educational sanction are proper sanctions. If the student agrees that this sanction is appropriate, the matter is resolved with the faculty or staff member and signed copies are forwarded to the Professional and Academic Standards Committee, the Office of Academic Affairs and the Office of the Registrar with copies of documentation to validate your allegation. **Furthermore, a disciplinary record will be kept on file for the student and maintained in the Office of Academic Affairs through graduation for most offenses.**

Academic Sanction (please choose one):

- "F" for the Course
- Letter Grade Reduction for the Course: _____
- Grade Reduction for the Assignment: _____
- Other: _____

Educational Sanctions (choose one or more, based on the incident and needs of the student):

- Workshop on Avoiding Plagiarism
- Ethical Decision Making Seminar
- Reflection Paper
- Rewrite Assignment/Project (Deadline: _____)
- Other: _____

Other types of Sanctions (please specify): _____

Student and Faculty Hearing Availability:

If the student and faculty have not reached an agreement, the student and faculty will be scheduled to appear before the Professional Academic Standards Committee (PASC). Please list times during a typical week (M-F 8am-5pm) when you would be available to attend a hearing. Hearing dates and times will be confirmed with both parties prior to scheduling.

Available dates/times _____

The student and faculty have discussed the alleged violation and a course of action has been decided on.

Student's Signature: _____ Date: _____

Faculty Signature: _____ Date: _____

The agreed upon sanction(s) have been satisfactorily completed.

Faculty Signature: _____ Date: _____