



Faculty/Staff and Student Conduct Resolution Form

College of Pharmacy Office of Academic Affairs & CNU Office of the Registrar

This form is for faculty or staff to report an instance of unprofessional student conduct and to attempt to resolve the incident with the student. If a resolution is not reached, the form is forwarded to the OAA and PASC for further action.

SECTION I: STUDENT INFORMATION (To be completed by faculty or staff member.)

Student Name _____ Student ID # _____
First Middle Last

Student email: _____ P1__ P2__ P3__ P4__

Date of Event: __ / __ / 20__ Today's date: __ / __ / 20__

Faculty or Staff & Supervisor: _____

Course #/Name (or setting) _____

SECTION II: FACULTY OR STAFF STATEMENT (Completed by faculty or staff member*)

Description of alleged unprofessional conduct/violation of Honor Code (continue on a separate page if necessary):

*If a staff member is initiating this form, they must provide it to their supervisor to review.

SECTION III: MEETING WITH STUDENT

The faculty, or staff and their supervisor, will schedule a meeting with the student within 5 business days of the date of the event (or discovery/report of the event). The student's faculty advisor may be invited to attend. At the start of the meeting, the student is allowed to review this form. At the conclusion of the meeting, a copy of the signed form is provided to the student.

Meeting Date: __ / __ / 20__; Start/End Time: _____ to _____ AM/PM Location: _____
List all individuals present:

1. _____
2. _____
3. _____

SECTION IV: SANCTIONS (Academic or Behavioral Sanctions)

Sanctions for academic violations, under guidelines set forth by CNU policies and procedures, an "F" or reduced grade on the assignment in question and/or course and an educational sanction are proper sanctions. Sanctions for behavioral or other violations can include a range of options. Events may include academic and behavioral sanctions.

Reflection Paper (required of all students)

All students must write a reflection paper to outline their plan to avoid being in a similar situation in the future, including listing specific ways by which they will change their behavior to accomplish this aim. Other details may be required by the faculty or staff and supervisor. The student must sign and date the paper. (Up to 1000 words.)

Due date: ___/___/ 20__ (by 1:00 PM PST) by which a copy must be submitted in person or by email to the Faculty or staff and supervisor. A copy also must be given or cc'ed to the Assistant Dean of Academic Affairs (OAA).

Academic Sanction(s) (Check all that apply)

- ☐ "F" for the course
- ☐ Letter grade reduction for the course: Reduced from ___ to ___
- ☐ Grade or % Reduction for the Assignment: Grade reduced from ___ to ___ or reduced by ___ %
- ☐ Rewrite/Repeat assignment (Deadline: _____)
- ☐ Other (Please specify in the space below or in an attached document.):

Behavioral Sanction(s) (Check all that apply)

- ☐ Ethical Decision-Making or Plagiarism Prevention Course, Workshop, or Seminar
- ☐ Meeting with Faculty Advisor or Counselor
- ☐ Removal from student organization leadership position(s) and/or membership (___temporary or ___permanent)
- ☐ Apology to (name(s)) _____ by date: _____
- Other (Please specify in the space below or in an attached document.):

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 (PASC), the Office of Academic Affairs and Office of the Registrar, with copies of documentation to validate the allegation. Furthermore, a disciplinary record will be kept on file for the student and maintained in the OAA through graduation.

SECTION V: OUTCOME (RESOLUTION OR PASC MEETING)

The student must **check a box and sign this form within 24 hours** after the meeting to discuss the allegations.

[Note: By checking either Box 1 or Box 2, the student does not contest/dispute the alleged violation(s).]

- ☐ Box 1: 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 2: 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.
- ☐ Box 3: I do not accept responsibility for the alleged violation. I request a formal hearing with the Professional Academic Standards Committee.

Was a resolution reached?

- ☐ Yes, the student and faculty have discussed the alleged violation, a course of action has been decided, and due dates set. Once the sanction(s) have been satisfactorily completed, this form will be filed with CNUCOP Office of Academic Affairs, and sent to the student's faculty advisor. If the sanctions are not completed, the student will meet with PASC.
- ☐ No, the student and/or faculty/staff do not agree on the alleged violation or course of action; the issue goes to PASC.
- ☐ No, the student chose not to check Box 1, 2 or 3; the issue goes to PASC.

Student's Signature: _____ Date: _____

Faculty Signature: _____ Date: _____

Three days before the scheduled PASC meeting, the student must submit a document to PASC & and the Assistant Dean of Academic Affairs that includes (1) the student's perspective of the violation reported, including extenuating circumstances, and (2) the student's reflection and detailed description of their plan for improvement to avoid future issues.