

**Academic Integrity: Meeting and Response Form**  
**SUNY Cortland**

**PART A: (Faculty completes this section, using one form per student)**

Faculty Name:			
Course Title:			
Semester:		Date of discovery of incident:	
Meeting Witness:		Meeting Date:	
Student's Name:		Student ID #:	
Preferred Email:		Current Phone #:	
Local Address:		Major Code:	

**PART B (Faculty):**

I have met with the student and witness identified above, to discuss an incident that may have been in violation of College Policy (Handbook CH. 340). As a result of that discussion I concluded that (check one):

a) No violation had occurred

b) A violation had occurred.

In the case of a violation of College Policy, please describe the incident:

*Use additional pages if necessary (continue on page 2). Be specific in describing the incident and refer to College Academic Integrity Policy (Ch. 340).*

I have decided to impose the following penalty:

Faculty's Signature and date:

**(Only the faculty/grievant should sign at this point before submitting the form. The policy prohibits asking the student to sign before filing the form with the AGT Chair).**

This form must be filed by the faculty with the AGT Chair (through the Provost's office) within 5 working days of the meeting described above. The AGT Chair will then request the student's response. The student must complete PART C and return the original form to Office of the Provost, SUNY Cortland, P. O. Box 2000, Cortland, NY 13045 or Provost's Office, 408 Miller within 2 working days of receipt.

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**Student Completes PART C:**

When "no violation" has been found, no further action by the student is required.

When a violation of College Policy has been found, a student may choose to accept or deny this finding:

I accept the finding and penalty described above:

Signature and date:

I deny the finding and the penalty described above\*

Signature and date:

I accept the finding, but wish to appeal the penalty described above\*

Signature and date:

\*Denying the finding and/or the penalty will begin the appeal process: students must file a copy of this form with the AGT Chair (c/o Provost's office, 408 Miller), within 2 working days of receipt from the AGT. Failure to file this form on time will deprive the student of any opportunity to appeal findings and/or penalties imposed by the College. The updated Academic Integrity Policy can be found in Chapter 340 (page 50) of the 2006-2008 College Handbook and can be accessed at the following link: <http://www.cortland.edu/handbook/index.html>

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*Academic Integrity: Meeting and Response Form*

A large, empty rectangular box with a dotted border, intended for handwritten notes or responses during an academic integrity meeting.