Faculty/Student Resolution Form

University of Florida – Dean of Students Office – Student Conduct & Conflict Resolution

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.**

- [ ] I have reached an agreement with the instructor concerning the allegation and sanction(s) imposed.  
  (This acceptance of responsibility waives the student’s right to any other adjudicatory process or appeal.)
- [ ] I do not accept responsibility for the alleged violation and I request a formal student conduct hearing
- [ ] I accept responsibility for the alleged violation, but I do not agree with the proposed sanction(s) and I request a formal student conduct hearing

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.**

**Faculty description of the sanctions:**
Under guidelines by the University of Florida, an “E” 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 member and a signed copy forwarded to Student Conduct and Conflict Resolution with copies of documentation to validate your allegation. **Furthermore, a disciplinary record will be kept on file for the student and maintained in the Dean of Students Office through graduation for most offenses.**

**Academic Sanction (please choose one):**
- [ ] “E” for the course
- [ ] Letter Grade Reduction for the course ________________
- [ ] Assignment Reduction: _____________________________
- [ ] Other: _________________________________________

**Educational Sanctions (Faculty can choose one or more, based on the incident and needs of the student):**
- [ ] Avoiding Plagiarism Workshop
- [ ] Ethical Decision Making Seminar
- [ ] Reflection Paper
- [ ] Rewrite assignment/Project (Deadline: _________________________)

Student’s Signature: __________________________________ Date: ______________

Instructor’s Signature: __________________________________ Date: ______________

**Instructor Hearing Availability:**
If the student and instructor have not reached an agreement, the student and instructor will be scheduled to appear before a hearing body. 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.

Mondays: ____________________________ Thursdays: ____________________________

Tuesdays: ____________________________ Fridays: ____________________________

Wednesdays: ________________________