Instructor-Student Resolution Form

(to be used only by Instructors who have received it from the Academic Integrity (AI) Office)

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| **Purpose** |
| This form serves as a supplement to the full case report to be completed and submitted to the Academic Integrity (AI) Office as soon as possible, but no later than within 15 business days of final grades being due. **Academic sanctions can otherwise not be assigned.** For information on Senate’s Policy on Integrity of Scholarship, please visit <http://academicintegrity.ucsd.edu/process/policy.html>. |

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| **Step 1: Course Instructor Complete this Section** | |
| Quarter in which Alleged Incident Occurred: | Course Name & Number (e.g., CSE 12): |
| Student Name: | Student PID: A |
| **Incident Description:** Detail the incident or situation in a clear manner that even a non-disciplinary expert could understand. Helpful information can be: what information led you to suspect a violation, how did you find out, why you believe the actions/behaviors constitute a violation, and when you became aware of the issue. Keep to the facts about the case and be objective, not subjective; only name people who are relevant to the case and should be disclosed. | |
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| **Step 2: Meeting Summary**  **Write a brief objective summary of the meeting/discussion you had with the student.** |
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