**Academic Integrity Violation Report**

**INFORMATION FOR STUDENTS**

1. You are **not required to sign** the settlement form.
2. If you do not sign the form, you have the **right to an academic integrity conference** before any disciplinary penalty may be imposed.
3. You have **two business days** to seek advice and decide whether to sign the form. You are encouraged to discuss your decision with a trusted advisor, professor, or staff member.
4. If you sign the form, you are admitting responsibility and accepting the penalty shown.
5. Whether you sign the form or not, you will return it to the classroom teacher who will then send it to the Committee on Academic Integrity.
6. If you do not return the violation report to the classroom teacher, the Committee on Academic Integrity will make a decision on your case without your participation.
7. Violation reports are kept on file for five years or for as long as you are enrolled at Hendrix.

Please consult the current college catalog under the main heading “Policies and Appeals” and the subheading “Academic Integrity” for the complete policy.

**DESCRIPTION OF VIOLATION AND PENALTY**

Date Click or tap to enter a date.

Student’s name Click or tap here to enter text. Student ID# Click or tap here to enter text.

Course name and # in which violation occurred Click or tap here to enter text.

Classroom teacher’s name Click or tap here to enter text.

Classroom teacher: Please describe the violation (the instructor should attach any supporting evidence.)

Classroom teacher: Please state the penalty.

**ACCEPTANCE OF RESPONSIBILITY**

I have read this form carefully and understand its significance. I admit to the violation of the Hendrix Academic Integrity policy as charged by the instructor, and I accept the assigned penalty.

Student’s signature: Click or tap here to enter text. Date Click or tap to enter a date.

Committee on Academic Integrity receipt of report

CAI Chair signature:Click or tap here to enter text. Date Click or tap to enter a date.