**Letter of Agreement for Academic Integrity Violations and Penalties**

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of faculty/staff/peer bringing charges \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of student being charged\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student’s Hendrix College ID # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Select One: Major Violation \_\_\_\_\_\_\_\_\_\_ Minor Violation \_\_\_\_\_\_\_\_\_\_

Course name and # in which violation occurred: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please describe the violation.

Please state the agreed penalty.

The two parties signed below agree that the above statements are true, and that the penalty will be carried out as outlined, subject to review by the Committee.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of faculty/staff/peer bringing charges

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of student being charged

The signature below indicates that the CAI has reviewed and approved the above letter.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of the Chair of CAI Date

**Committee on Academic Integrity**

These are guidelines. All the specifics of each case will be considered. If further guidance is needed, please consult the catalog and contact the chair of the Committee.

In most cases, cheating or plagiarism on assignments results in a “0” for that assignment and/or a reduction of one letter grade in the course. In most cases, Cheating or plagiarizing on a final assessment results in an “F” for the course.

Other options include:

Academic Integrity Probation. If a student is later in violation of another academic integrity case, the committee may consider a more serious sanction.

Suspension or expulsion. In severe cases, a student may be placed on suspension or expulsion (with such a recommendation, the Provost of the College is the consulting officer).