

WORCESTER POLYTECHNIC INSTITUTE
Academic Dishonesty Departmental Agreement Form

Instructor of Record:

Department Name:

Student Name:

Student ID:

Standing:

Course Name/Number:

Date of Violation:

Term:

This agreement is to inform the Dean of Students Office that the above named student has committed a violation of WPI Academic Integrity Policy.

CHARGE(S):

☐ Cheating

☐ Facilitation

☐ Fabrication

☐ Plagiarism

DESCRIPTION OF VIOLATION:

SANCTIONS IMPOSED:

I have informed the student that they may accept responsibility for the alleged violation(s) and the sanction(s) identified above by checking the appropriate box and signing this agreement. I have informed the student that by signing this agreement, they accept responsibility for the charge(s) and waive the right to bring this matter to the Campus Hearing Board. The student is also aware that if they do not accept responsibility for the alleged violation(s), they may exercise their right to have the case heard by the Campus Hearing Board (CHB). I have additionally encouraged the student that should they have any questions about this process or their rights, they should connect with the Dean of Students Office prior to completing this form.

If responsibility is accepted, I have informed the student that a copy of this agreement will be kept on file in the Dean of Students Office, and per the Academic Integrity Policy, any second or subsequent violations are automatically forwarded to the CHB for resolution. Sanctions imposed by the CHB may include disciplinary suspension or expulsion from WPI. The student is encouraged to meet with a Research and Instruction Librarian at WPI's Gordon Library and with a tutor at the WPI Writing Center to learn more about plagiarism and properly incorporating and crediting sources.

Per the Conduct Records Policy, disciplinary records for any act of academic dishonesty are retained in the Dean of Students Office, and are reportable for two years from the date of graduation or withdrawal from WPI, except when the sanction includes suspension or expulsion. In cases resulting in suspension or expulsion from WPI, disciplinary records shall be kept in perpetuity. Disciplinary records may be shared internally (e.g. Project Center, Honor Societies, etc.) or externally (e.g. Graduate School, employer, etc.) only with the written permission from the student.

Student Action Required Below:

As a student you have been presented with a Departmental Agreement from your instructor of record. You can take one of two steps: accept responsibility for the alleged violation and the sanctions or bring your case to the Campus Hearing Board.

Do not sign this form until you are ready to make a decision on how you wish to proceed. If you have questions about the WPI conduct process, contact the Dean of Students Office to discuss options available for resolution. The Dean of Students Office is located in the Rubin Campus Center, Suite 226, and can be contacted by phone 508-831-5201, or email at academicintegrity@wpi.edu.

Please note that a decision should be made in a reasonable timeframe leading from the conversation with the instructor of record regarding the allegations. Once you are ready to either accept responsibility by signing the departmental agreement or decide to bring the allegations to the Campus Hearing Board, please select one of the boxes below.

I understand that by checking this box and signing this form, I am admitting responsibility for violating the Academic Integrity Policy and accept the sanctions identified above. This decision may not be withdrawn or changed.

I do not accept responsibility for the alleged violation or the sanctions proposed, and I wish to bring my case to the Campus Hearing Board.

Student Signature

Printed Name

Date

Instructor of Record Signature

Printed Name

Date