

Undergraduate Academic Ethics Board

Stipulation of Facts and Settlement Agreement

INFORMATION:

This form serves as an official stipulation of facts and settlement agreement for use by the Undergraduate Academic Ethics Board of the Johns Hopkins University. Submission of this form assumes that all parties agree to both the facts of the case and the penalty or penalties imposed by the professor.

A charge of academic misconduct may only be settled between the professor and student(s) if (1) the student(s) involved have no prior record of academic misconduct AND (2) the penalty or penalties imposed are selected from items (b) through (e) of the Penalties section of the [Constitution of the Undergraduate Academic Ethics Board](#). It is the professor's responsibility to check with the Office of the Dean of Student Life to determine whether the student(s) involved have a prior record of academic misconduct. If either of the above conditions have not been met, the case must be resolved by a hearing panel of the Ethics Board.

If a settlement agreement between the professor and the student is reached, the professor must promptly provide the student with the stipulation of facts and resolution agreement form outlining the resolution that includes the charges, a summary of the evidence, the findings, the sanctions agreed upon, and must also simultaneously provide a copy of the resolution agreement to the Office of the Dean for Student Life. A student must sign the stipulation of facts and resolution agreement form within 5 business days from date of receipt. Failure to complete the agreement within the allotted time will result in a referral to the Ethics Board for resolution.

INSTRUCTIONS:

Please complete all items contained in this form. Include copies of any relevant documents. It is advisable that you retain copies of this and all documents relevant to this case. Any questions may be directed to the Director of Student Conduct, Dana Broadnax at dbroadn1@jhu.edu.

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(Please print clearly)

STIPULATION OF FACTS:

1. Name, title, phone number and email of faculty member bringing charges.
2. Name of student(s) responsible of academic misconduct.
3. List the course name, number, and section (if applicable) in which the misconduct occurred, the semester in which the course was taught.
4. Indicate the academic exercise(s) associated with the academic misconduct (i.e., Exam 1, Second paper, etc.).
5. Indicate specifically the type of offense which occurred. Ex. John Doe cheated on closed book exam by using crib notes.
6. Please provide any additional information you think may be pertinent.

PENALTY/PENALTIES:

Describe the penalty/penalties to be imposed.

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(Please print clearly)

SIGNATURES:

All parties must sign below indicating they (1) understand and agree to all information contained herein, and (2) understand and agree to the penalty/penalties imposed.

Faculty Signature (Print Name and Date)

Student Signature (Print Name and Date)

Student Signature (Print Name and Date)

Student Signature (Print Name and Date)