

KNOW THE CODE OF STUDENT ACADEMIC INTEGRITY

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Overview


- Policy
 - Prohibited Conduct
- Process
 - Resolution options
- Sanctions
- Potential Impact
- “What if...?”
- Case Study




CODE OF STUDENT ACADEMIC INTEGRITY



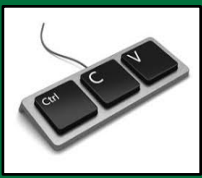
Cheating



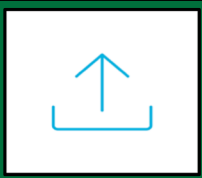
Fabrication




Falsification




Plagiarism




Misuse of Academic
Materials




Multiple
Submission



Unauthorized
Collaboration



Research
Misconduct



CHEATING

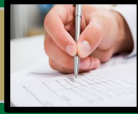
Using or attempting to use materials, or giving assistance or materials without Authorization to another in any academic exercise that could result in gaining or helping another to gain academic advantage.

“Authorization” means approval of an action, conduct, or activity provided by the Faculty Member responsible for the evaluation of the Student’s academic work or as otherwise required in the Code.

Examples include, but are not limited to:

- copying from another student’s paper or receiving unauthorized assistance during a quiz, test or examination
- using books, notes or other devices (e.g., calculators) when these are not authorized
- procuring without authorization tests or examinations before the scheduled exercise (including discussion of the substance of examinations and tests when it is expected these will not be discussed)
- copying reports, laboratory work, computer programs or files and the like from other students
- collaborating on laboratory or computer work without Authorization and without indication of the nature and extent of the collaboration
- using the handheld device of another student to submit electronic answers to a quiz or test
- sending or soliciting a substitute to take an examination or to do work that one represents or plans to represent as one’s own
- allowing another student to submit one’s academic work as his/her/their own work
- allowing another to copy from one’s paper during an examination or test
- distributing test questions or substantive information about the material to be tested before the scheduled exercise
- taking an examination or test for another student, or signing a false name on an academic exercise.

* Complicity was consolidated into Cheating & Unauthorized Collaboration. It is no longer a stand alone policy.

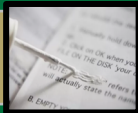


FABRICATION

Providing fabricated information, including inventing or counterfeiting information, in any form in an academic exercise.

Examples include, but are not limited to:

- inventing or counterfeiting data, research results, information or procedures
- inventing data or fabricating research procedures to make it appear that the results of one process are actually the results of several processes
- counterfeiting a record of internship or practicum experiences



FALSIFICATION

Altering without Authorization any data or information, regardless of communication method (e.g., e-mail or other electronic communication), in an academic exercise.

Examples include, but are not limited to:

- altering the record of data or experimental procedures or results
- false citation of the source of information (e.g., reproducing a quotation from a book review while indicating that the quotation was obtained from the book itself)
- altering the record of or reporting false information about practicum or clinical experiences
- altering grade reports or other academic records
- submitting a false excuse for absence or tardiness in a scheduled academic exercise
- altering a returned examination paper and seeking regrading



PLAGIARISM

Presenting the words or ideas of another as one's own words or ideas, including failing to properly acknowledge a source, unless the ideas or information are common knowledge. Plagiarism includes self-plagiarism, which is the use of one's own previous work in another context without indicating that it was used previously.

Examples include, but are not limited to:

- submitting as one's own work of a "ghost writer" or commercial writing service
- directly quoting from a source without citation
- paraphrasing or summarizing another's work without acknowledging the source
- using facts, figures, graphs, charts or information without acknowledgement of the source
- stealing, destroying, or altering any student academic work used to complete, in part or in whole, assignments in university courses, programs, or sponsored activities
 - Plagiarism may occur orally and in writing
 - It may involve computer programs and files, research designs, distinctive figures of speech, ideas and images, or generally any "information" which belongs to another



MISUSE OF ACADEMIC MATERIALS

Sharing, distributing, altering, acquiring, damaging, or making inaccessible academic materials without Authorization, that could result in gaining or helping another to gain an academic advantage.

Examples include, but are not limited to:

- uploading or downloading course materials without Authorization to/from websites including but not limited to Chegg, Quizlet, or Course Hero
- stealing or destroying library or reference materials needed for common academic exercises
- hiding resource materials so others may not use them
- destroying computer programs or files needed in academic work
- stealing or intentionally destroying another student's notes or laboratory experiments
- receiving assistance in locating or using sources of information in an assignment where such assistance has been forbidden by the instructor.
 - NOTE: The offense of misuse of academic materials shall be dealt with under this Code only when the abuse violates standards of integrity in academic matters, usually in a course or experience for which academic credit is awarded.




UNAUTHORIZED COLLABORATION

Sharing the work or effort in an academic exercise with another Student or Students without Authorization.

Examples include, but are not limited to:

- working together on graded coursework without permission of the instructor
- working with another student on an academic exercise beyond the limits set by the instructor
- providing or obtaining unauthorized assistance on a graded academic exercise
- collaborating on academic work knowing that the collaboration will not be reported
 - NOTE: Collaboration and sharing information are characteristics of academic communities. These become violations when they involve dishonesty. Instructors should make expectations about collaborations clear to students. Students should seek clarification when in doubt.

In cases involving group work, responsibility for insuring that academic integrity standards are followed is shared by all members of the group. In cases where an individual student is able to demonstrate that he/she neither knew of nor participated in the academic dishonesty, that individual student is not responsible for academic misconduct.




MULTIPLE SUBMISSION

Submitting academic work or substantial portions of the same academic work (including oral reports) in more than one academic exercise without Authorization.

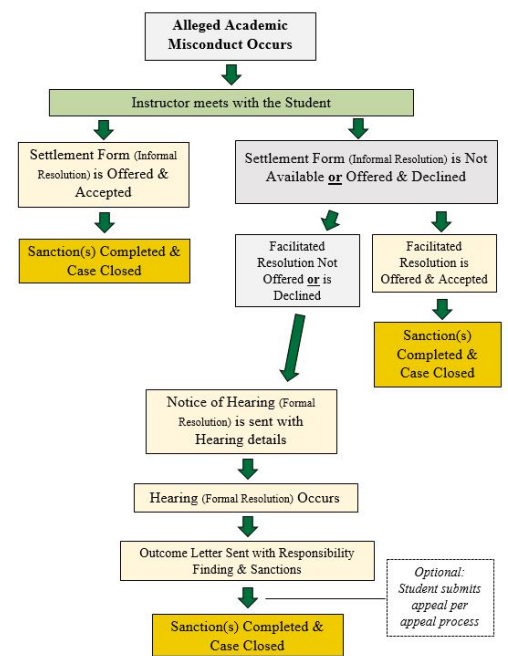
Examples include, but are not limited to:

- submitting the same paper for credit in two courses without instructor permission
- making minor revisions in a credited paper or report (including oral presentations) and submitting it again as if it were new work
 - Different aspects of the same work may receive separate credit; e.g., a report in History may receive credit for its content in a History course and for the quality of presentation in a Speech course



RESEARCH MISCONDUCT

Academic work that is submitted in a grant application or for publication, or in the case of a thesis or dissertation, submitted to ProQuest, falls under the jurisdiction of the [Research Misconduct process](#). Prior to initiating an Academic Misconduct case in which research integrity might be implicated, the Research Integrity Officer and the Chair of the AIB should discuss the case and make a mutual determination about the appropriate process to be applied. See [University Policy 309, Responding to Allegations of Misconduct in Research and Scholarship](#).



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graph TD
    A[Alleged Academic Misconduct Occurs] --> B[Instructor meets with the Student]
    B --> C[Settlement Form (Informal Resolution) is Offered & Accepted]
    B --> D[Settlement Form (Informal Resolution) is Not Available or Offered & Declined]
    C --> E[Sanction(s) Completed & Case Closed]
    D --> F[Facilitated Resolution Not Offered or is Declined]
    D --> G[Facilitated Resolution is Offered & Accepted]
    F --> H[Notice of Hearing (Formal Resolution) is sent with Hearing details]
    G --> I[Sanction(s) Completed & Case Closed]
    H --> J[Hearing (Formal Resolution) Occurs]
    J --> K[Outcome Letter Sent with Responsibility Finding & Sanctions]
    K --> L[Sanction(s) Completed & Case Closed]
    K -.-> M[Optional: Student submits appeal per appeal process]
            
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THE PROCESS

Informal Resolution
(Settlement)

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Facilitated Resolution
(New!)

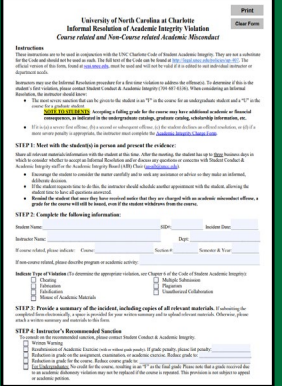
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Formal Resolution
(Hearing)

INFORMAL RESOLUTION (SETTLEMENT)

Can be offered if the student has **no prior academic misconduct.**

If the allegation is a severe first offense, second or subsequent offense, the student declines an offered resolution, or a more severe penalty is deemed appropriate, a Facilitated Resolution or Formal Resolution (AIB hearing) may be necessary.




Process:

- **STEP 1: Contact Student Conduct & Academic Integrity to determine if student has a prior academic misconduct**
 - Please call from University phone number or email from University email account.
- **STEP 2: Meet with the student to discuss the violation(s)**
- **STEP 3: Complete the Informal Resolution Form**
 - Student has three (3) business days to consider the resolution.
 - If the student declines or doesn't turn in the paperwork, we will move forward with a Facilitated or Formal Resolution.
- **STEP 4: Turn in the completed form to Student Conduct & Academic Integrity**
 - Can be turned in electronically, hand delivered, or sent via campus mail.
 - Electronic submissions are the easiest and fastest for us to process.
 - [Submission Form](#)
 - A record will be maintained for eight (8) years as an internal document.

Informal Resolution Form and instructions can be found at scai.uncc.edu

Facilitated Resolution



WHAT IS IT?

- Opportunity to resolve second and subsequent offenses without automatically going to a hearing.
- Can also be used if instructor and student cannot reach an Informal Resolution (e.g. student doesn't respond to requests from instructor to meet about Settlement or they don't turn in the paperwork).
- A staff member in Student Conduct & Academic Integrity will be assigned the case and work with both the faculty and accused student(s) to find a resolution.

IMPORTANT DETAILS

- Has the same sanctioning power as a Formal Resolution (Hearing).
 - Expect for expulsion and revocation of degree; those are available only with a Formal Resolution.
- Instructor recommends sanctions; still retains grade authority.
- Both student and instructor has time to review the outcome and either accept or decline it.
 - If either party declines, the case is referred to a Formal Resolution (hearing).
- Outcome can be reported externally.

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FACILITATED RESOLUTION

More information and instructions can be found at scai.uncc.edu

Process:

- **STEP 1: Assign the student an incomplete for the course**
 - This prevents them from withdrawing from the course. If the student withdraws before you can give them an incomplete, let us know and we will re-enroll them in the course.
- **STEP 2: Complete the charge form**
 - [Academic Integrity Charge Form](#)
 - At a minimum, we need a copy of the syllabus and the assignment/test/documents with the section in question highlighted
- **STEP 3: Check your University email for correspondence from Student Conduct & Academic Integrity**
- **STEP 4: Meet with a Staff Member from Student Conduct & Academic Integrity**
 - Both sides will have an opportunity to share information regarding the alleged violation(s)
 - This may take several conversations. Not all meetings need to be in person.
 - Both sides will have an opportunity to take three (3) business days to consider the resolution
- **STEP 5: Return your signed facilitated resolution form to Student Conduct & Academic Integrity**
 - Both instructor and student will sign off on the form.
 - If either party declines the resolution, the case will be referred to a Formal Resolution (Hearing)

Academic Integrity Board (AIB) Hearing

IMPORTANT DETAILS

- Made up of trained faculty and student panelist
 - Two faculty members and one student
- Staff Advisor
- Optional: Student Conduct Counselors (SCC)
 - Trained on the process; available to offer procedural advice & help you understand what to expect

Typical Room Layout

FORMAL RESOLUTION (HEARING)

More information and instructions can be found at scai.uncc.edu

Process:

- **STEP 1: Assign the student an incomplete for the course**
 - This prevents them from withdrawing from the course. If the student withdraws before you can give them an incomplete, let us know and we will re-enroll them in the course.
- **STEP 2: Complete the charge form**
 - [Academic Integrity Charge Form](#)
 - At a minimum, we need a copy of the syllabus and the assignment/test/documents with the section in question highlighted
- **STEP 3: Check your University email for correspondence from Student Conduct & Academic Integrity**
- **STEP 4: Attend the Hearing**
 - Both sides will have an opportunity to share information regarding the alleged violation(s)
- **STEP 5: Check your University email for the official Outcome Letter**
 - Student has appeal rights that are explained in the outcome letter.
 - If the student doesn't appeal, the decision rendered by the panel is final
 - If the student appeals, Provost will review the case. Once the review is complete, an outcome letter is sent outlining the Provost's decision and gives instructions on assigning the final grade.

SANCTIONS

Informal Resolution	Facilitated & Formal Resolutions	Educational Opportunities
<ul style="list-style-type: none"> • Written Warning • Resubmission of Academic Exercise • Reduced Academic Exercise Grade • Reduced Course Grade 	<ul style="list-style-type: none"> • Written Warning • Resubmission of Academic Exercise • Reduced Academic Exercise Grade • Reduced Course Grade • No Credit for Course with X Designation on Transcript • Suspension • Expulsion* • Degree Revocation* <p style="font-size: 10px; margin-top: 5px;">*Not available for Facilitated Resolutions.</p>	<ul style="list-style-type: none"> • Writing Resource Center • Atkins Library • University Center for Academic Excellence (UCAE) • Meeting with SCAI Staff

POTENTIAL IMPACTS



Overall Grade for the Course

*Can impact Visa status for international students

GPA/Financial Aid & Scholarships



External Reportability

Academic Major/Program Requirements



WHAT IF...

- **...I don't report a violation?**

- Answer: We will not be able to enforce the Code if we don't know about the behavior. This could lead to the student violating policy multiple times before they are held accountable. Moreover, failing to report a suspected violation may affect your employment performance review.

- **...I can't get in contact with the student or they are avoiding me?**

- Answer: For Informal Resolutions (Settlements) we ask that you make a reasonable and prompt attempt to contact the student(s) to discuss the violation(s). We ask that you send the student an email and give them a couple of days to respond. If they fail to respond, please send a second email and give them a couple more days to respond. If they do not respond to your attempts within one week, please contact SCAI to discuss your options.

- **...I miss a deadline?**

- Answer: If you miss a deadline, please call SCAI to discuss your options. If too much time has passed between when the violation occurred and when it is reported, we may not be able to pursue conduct charges.
 - If you miss the deadline to turn in a Facilitated Resolution, SCAI may refer the case on to a Formal Resolution (Hearing).

WHAT IF...

- **...I don't turn in the paperwork right away?**
 - Answer: Students are allowed only one Informal Resolution (Settlement) during their enrollment at UNC Charlotte. SCAI uses the date we receive the first Informal Resolution paperwork as the date the student loses eligibility for future Informal Resolutions.
 - In some cases, multiple instructors inquire about the same student during the same semester. If you do not file the paperwork and another faculty member turns in an Informal Resolution, your Informal Resolution will no longer be valid, and you will need to pursue a Facilitated Resolution or Formal Resolution instead.
 - Depending on the length of time that has passed since the violation occurred, we may no longer be able to pursue the charges.
- **...I don't follow the process?**
 - Answer: Our process is designed to protect both the student's and instructor's rights. Working outside of the process to hold a student accountable is extremely problematic. If you choose to do this, the University may not be able to support your decision(s) or address the student's conduct at all, and your failure to follow the process may affect your employment performance review. In addition, it could provide a valid basis for the student's appeal.
- **...I'm unable to attend the hearing?**
 - Answer: We do our best to schedule hearings for a time that both the student and referring party are available. If there is an emergency that will keep you from the hearing, please notify SCAI immediately. If an instructor does not show up (and does not notify us of a conflict/emergency), the hearing will continue and the panel will make a determination on the charges based on what was provided as evidence.

CASE STUDY

A Professor Wants to Fail Students for Sharing Information in an Online Chat. But Has Tech Changed What Qualifies as Cheating?

by Wesley Jenkins, Chronicle of Higher Education, September 25, 2019

- “More than 70 students participated in a class GroupMe, in which information regarding lab and exam answers had been shared.”
- Clear class rules: “Students are not permitted to ask about, discuss, or share information related to exams and labs.”
- Professor recommended that every student in the GroupMe chat receive an F.
- Sanctions imposed on every student included in the chat (regardless of whether they saw the chat); is this fair?
- This “highlights the difficult issue of expanding technology in the classroom, students in the Google generation who view the free exchange of information without citation as not problematic, and faculty members who are wary of the use — and perceived abuse — of new digital tools.”

CASE STUDY

A Professor Wants to Fail Students for Sharing Information in an Online Chat. But Has Tech Changed What Qualifies as Cheating?

Contd.

- “Students’ misuse of technological tools stems in part from a lack of clarity about changing norms after they leave high school.”
- “A better way to counter digital-assisted cheating in classes . . . is for faculty members to tailor their assignments and exams differently each semester.”
- Work “to close the gap between students’ use of digital tools in their academic work and in their everyday lives. Digital-native students will seek any available resource to enhance their learning. That openness can lead to a disconnect between the expectations of students and their instructors.”
- “As technology evolves, faculty members will need to adapt their expectations of how students work and how the tools they have available to them will shape that work.... Higher education has weathered technological changes before, incorporating advances into its process. The key for higher education to keep up with innovation . . . is “to scaffold the learning onto the technology that’s available rather than to fight against the technology.”

<https://www.chronicle.com/article/A-Professor-Wants-to-Fail/247219>

Contact Information



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