

## THE MANUAL OF THE IRVINE DIVISION OF THE ACADEMIC SENATE

### PART III - APPENDICES OF THE IRVINE DIVISION

#### Appendix VIII UCI Academic Senate Policy on Academic Integrity

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#### I. Preamble

The University of California, Irvine is an institution of learning, research, and scholarship that is strengthened by the existence of an environment of integrity. As members of the academic community, Instructors, students, and administrative officials are responsible for maintaining this environment. It is essential that all members of the academic community subscribe to the practice of academic integrity and accept individual responsibility for their work and actions. Violating the Academic Integrity Policy is unacceptable and will not be tolerated, because it devalues the teaching and learning experience for the entire community. While at UCI, members of the academic community should become better educated about the ethical framework underpinning academic integrity and improve their moral standards supporting it.

The UCI Academic Senate Policy on Academic Integrity states the general rules and procedures associated with student academic integrity. This Academic Integrity Policy applies to undergraduate and graduate students enrolled in a UCI course. A separate policy governs integrity of research.

Medical students are governed by policies specified in the UCI School of Medicine Handbook: <http://www.meded.uci.edu/docs/2010-2011%20Handbook.pdf>.

Law students are governed by policies specified in School of Law Academic Honor Code: [http://www.law.uci.edu/current/UCI\\_Law\\_Honor\\_Code.pdf](http://www.law.uci.edu/current/UCI_Law_Honor_Code.pdf).

#### II. Defined Terms

1. Academic Integrity Policy: the UCI Academic Senate Policy on Academic Integrity.
2. Academic Integrity Policy Violations: outlined in the **Procedures** document of the Academic Integrity Policy.
3. Academic Consequences: grades assigned by Instructor.
4. Administrative Sanctions: outlined in the **Procedures** document of the Academic Integrity Policy.
5. AIAO: Academic Integrity Administrative Office.
6. Instructor: faculty member or instructor of record.
7. Hearing Panel: Subcommittee of the Council of Student Experience as outlined in the **Procedures** document of the Academic Integrity Policy.

### **III. Students' Responsibilities**

Students are expected to complete the course in compliance with the Instructor's standards. No student shall engage in any activity involving any Academic Integrity Policy Violations. No student shall engage in any activity that involves attempting to receive a grade by means other than honest effort, and shall not aid another student who is attempting to do so.

Students are encouraged to notify instructors or the AIAO about observed incidents of Academic Integrity Policy Violations. Instructors should take reasonable steps to preserve the confidentiality of students making such reports.

Students have the responsibility to become familiar with and abide by the Academic Integrity Policy.

### **IV. Instructors' Responsibilities**

Instructors should create an environment in their classes where academic integrity is understood and supported. They should assign grades in a transparent and equitable manner. Specifically,

1. They should inform students in writing of their academic integrity policies;
2. They should monitor student work to ensure these policies are followed;
3. They should report all Academic Integrity Policy Violations to the AIAO; and
4. They should faithfully administer and participate in the Academic Integrity Policy.

The Instructor shall state in writing how graded assignments and exams will contribute to the final grade in the course. If there are any course-specific rules required by the Instructor for maintaining academic integrity, the Instructor shall also inform students of these in writing.

When an Instructor believes that a Student has violated the Academic Integrity Policy, the Instructor should report the incident to the AIAO within 15 instructional days of discovering the possible Academic Integrity Policy Violation. The Instructor shall participate in the process according to the Academic Integrity Policy.

In all cases, the Instructor shall determine the Student's appropriate grade in the course.

### **V. Teaching Assistant's (TA) and Reader's Responsibilities**

A student acting in the capacity of a Teaching Assistant (TA) or Reader has a special responsibility to safeguard academic integrity. A TA/Reader shall equitably grade student work in the manner agreed upon with the Instructor. A TA/Reader shall not provide a student with any information or collaboration that would aid the student in completing the course in a dishonest manner (*e. g.* providing access to unauthorized material related to tests, exams, or homework).

When a TA/Reader has evidence of an Academic Integrity Policy Violation, the TA/Reader should report the incident to the Instructor. The Instructor should report the incident to the AIAO.

## **VI. Responsibility for Resolution of Cases of Violation of the Policy**

The responsibility for maintaining the standards of academic integrity rests with two University authorities: the Instructor and the AIAO. Under the Standing Orders of the Regents, discipline is the exclusive responsibility of the campus administration, while authority over courses and curricula is under the exclusive authority of the Instructor through the Academic Senate.

### **A. Role of the Instructor**

The Instructor shall assign grades in the course as appropriate to the work involved.

All Academic consequences (*e.g.* scores on the assignments, grades) are under the sole purview of the Instructor in the course.

### **B. Role of The AIAO**

The AIAO manages the cases for all students accused of Academic Integrity Policy Violations and is the central repository for all case-related materials. The AIAO is the initial contact for the Instructor or TA on all cases of Academic Integrity Policy Violations.

The AIAO is also responsible for imposing administrative sanctions. These sanctions shall be in accordance with guidelines authorized by the Council on Student Experience.

Administrative sanctions range in severity from administrative probation to dismissal from the University. Students found responsible for multiple cases of Academic Integrity Policy Violations may be subject to dismissal from the University.

The AIAO must provide notification to the Student of any allegations of Academic Integrity Policy Violations. The AIAO adjudicates cases when the Student disputes the allegations of Academic Integrity Policy Violations. It can request meetings with the Instructor and Student to discuss the case, sanction, or procedure. The AIAO must follow the procedures and communicate in a timely manner. It may extend any timelines in the Academic Integrity Policy when practical exigencies so dictate, in which case all involved parties will be notified in writing and via email.

If the Student appeals the AIAO decision, the AIAO shall schedule a Hearing Panel (see below) to review the case and make a final determination of the appropriate sanction.

The duty of the AIAO is not merely disciplinary. The office is encouraged to work with faculty and students to create a culture in which academic integrity is valued.

### **C. Records Management**

The AIAO must archive its records to reflect the resolution of the case, and it shall maintain a record of all cases as described in the **Procedures** document. The AIAO shall report annually to the Academic Senate Council on Student Experience, to the Vice Chancellor of Student Affairs, the Provost and Executive Vice Chancellor, the Associated Undergraduate Students University of California Irvine, and the Associated Graduate Students on all of the following: (1) the number, nature, and type of cases; (2) the pattern of decision-making; (3)

the severity and type of academic consequences and administrative sanctions; and (4) other relevant matters as directed by the Council on Student Experience.

#### **D. Role of the Hearing Panel**

If the Student requests a hearing, the AIAO will request the Council on Student Experience's (CSE) Subcommittee on Academic Integrity to convene a Hearing Panel to review the case. (See the **Procedures** document.) The Hearing Panel will hear evidence on the case from the Student, Instructor, and other relevant parties as determined by the panel. The Hearing Panel shall communicate the final decision to the AIAO.

#### **VII. Procedures for Resolution of Cases of Academic Integrity Policy Violations**

These are described in the **Procedures** document of the Policy.

#### **VIII. MAINTENANCE OF DISCIPLINARY RECORDS**

The AIAO will maintain a record of each student who receives letter(s) of Academic Integrity Policy Violations as described in the **Procedures** document.

## PROCEDURES FOR RESOLUTION OF CASES OF POLICY VIOLATIONS

### I. Overview

The procedure for resolution of Academic Integrity Policy Violations is divided into four phases:

1. **The Reporting Phase.** During this phase, the Instructor communicates to the AIAO about any alleged Academic Integrity Policy Violation;
2. **The Review Phase.** During this phase, if the Student contests the charge, the AIAO reviews the evidence in consultation with the various parties and arrives at a decision as to the validity of the charge;
3. **The Decision Phase.** During this phase, the AIAO decides on the Administrative Sanctions and communicates the decision to the various parties; and
4. **The Hearing Phase.** During this phase, if the Student chooses to contest the sanctions, a Hearing Panel will be convened to review the case and make a final decision.

The four phases are described in more detail below.

### II. The Reporting Phase

When an Instructor has evidence that a Student has committed an Academic Integrity Policy Violation, the Instructor should proceed in one of two ways:

1. Meet with the student to discuss the alleged Academic Integrity Policy Violation. If the Instructor confirms that there is evidence of an Academic Integrity Policy Violation, he or she must submit a formal charge describing the alleged Academic Integrity Policy Violation to the AIAO and send a copy of the charge to the student.
2. Submit a formal charge to the AIAO describing the alleged Academic Integrity Policy Violation and send a copy of the charge to the student.

All cases of alleged Academic Integrity Policy Violations must be reported to the AIAO. Within 15 instructional days of the confirmation of evidence of an Academic Integrity Policy Violation, the Instructor or TA must notify the AIAO of the case by submitting through an online form the following information: the Student's name, the Student ID, the course name and number, the date of the alleged incident, and a brief description of the incident.

If, after reporting a charge to the AIAO, the Instructor decides to withdraw the charge, the Instructor shall notify the AIAO via email of his or her decision. The AIAO shall notify the Student and the appropriate Associate Dean (if necessary) that the charge against the Student has been withdrawn by the Instructor. All notation of the charge shall be removed from the Student's academic record. The charge may be reinstated in accordance with the Academic Integrity Policy should new evidence become available.

In all cases, the Instructor shall determine the grade for the assignment and for the course.

### **III. The Review Phase**

Once the Instructor has reported a charge of an Academic Integrity Policy Violation to the AIAO, the AIAO shall notify the Student in writing and via email that the Student is charged with an Academic Integrity Policy Violation. The official notice shall be sent to the Student's UCI email address, and a written notice shall also be sent to the Student's current address of record on file with the UCI Registrar's Office. Reference to (or a copy of) the UCI Academic Senate Policies on Academic Integrity should be included in the notice. The letter may include a notification for the Student to schedule and attend a mandatory meeting with the AIAO to discuss the case.

Within ten instructional days of the date of notification of the charges by the AIAO, the Student may contest the charge by either requesting a meeting with the AIAO or submitting a written request for a review to the AIAO. If the Student does not contest the charge by the end of the tenth instructional day following the date of notification by the AIAO, he or she will be presumed to have accepted the charge(s) of an Academic Integrity Policy Violation.

If a review is requested by the Student, the AIAO shall review the charge(s) with the Student and may advise the student regarding possible administrative sanctions and the process for resolution of the charge(s) of an Academic Integrity Policy Violation. The AIAO will conduct the review by collecting the relevant documents, including the facts of the charge by the Instructor and the Student's description of the disagreement with the facts of the charge. The AIAO will explore and investigate the incident giving rise to the charge and reach an informed, evidence-based conclusion as to whether there was an Academic Integrity Policy Violation. The AIAO can request meetings with the Instructor and Student to discuss the case, the sanctions, or the procedures. The AIAO will decide based on the preponderance of the evidence whether or not the Student is responsible for the Academic Integrity Policy Violation.

### **V. The Decision Phase**

If the Student is found responsible for an Academic Integrity Policy Violation, administrative sanctions shall be determined by the AIAO. Administrative sanctions range from administrative probation to dismissal from the University, depending on the severity of the case, any previously recorded offenses, and any mitigating circumstances. In such cases, these sanctions, as described below will be administered by the AIAO.

The AIAO shall notify the Student of the hearing and appeal process and provide the Student a copy of this policy or explicitly refer the Student to it.

The AIAO shall notify the Instructor and the appropriate Associate Dean(s) of the administrative sanction(s). A record of the administrative sanction(s) shall be maintained by the AIAO.

The AIAO shall notify the Student of its final decision. In case of a change in sanctions, the AIAO shall notify the Instructor and the appropriate Associate Dean(s) of the new administrative sanction(s). A record of the administrative sanction(s) shall be maintained by the AIAO.

### **V. The Hearing Phase**

Once the AIAO has issued its final decision and sanctions, the Student may contest the decision and/or sanctions within ten instructional days by requesting an Academic Integrity Hearing Panel. The Student may request a hearing by submitting a written appeal to the AIAO. The AIAO will

forward the appeal to CSE's Subcommittee on Academic Integrity, who will schedule a hearing of the case before the Hearing Panel. The hearing will be scheduled as soon as possible, but no later than 60 instructional days after the Student requests a hearing.

#### **VI. Hearing Panel on Academic Integrity**

CSE's Subcommittee on Academic Integrity will hear undergraduate and graduate student cases. The Subcommittee on Academic Integrity will be a standing senate committee comprised of one Senate-appointed faculty member from each academic unit, two graduate student representatives and two undergraduate student representatives.

#### **VII. Hearings**

If the Student requests a hearing, the Subcommittee on Academic Integrity shall schedule a hearing of the case. The Student's request must be submitted in writing and must explain the reasoning for the request in detail. Factors supporting a hearing include, but are not limited to, the following:

1. New evidence which could not be adduced earlier which is likely to change the result;
2. Violation of due process; or
3. An imposed sanction that is too harsh given the findings of fact.

Once the hearing is scheduled, the Subcommittee must provide written notice to the parties involved regarding the date, time, and place of the hearing. The Subcommittee will rule on all questions of procedure, the admission or exclusion of evidence, and the need to call witnesses for additional testimony. Hearings shall be held in accordance with generally accepted standards of procedural due process.

Hearings will be closed unless all involved parties agree to an open hearing. Reasonable efforts will be made by all parties to preserve confidentiality during the process. Procedural due process is basic to the proper enforcement of University policies and campus regulations. Chancellors shall establish and publish campus regulations providing for the handling of student conduct cases in accordance with basic standards of procedural due process. Consistent with this requirement, procedures specified in such regulations shall be appropriate to the nature of the case and the severity of the potential discipline.

When a formal hearing is held, campus implementing regulations shall provide the following minimum procedural standards to assure the accused student a fair hearing:

1. Written notice within a reasonable time before the hearing. The written notice shall include the following information: (1) a brief statement of the factual basis of the charges; (2) the University policies or campus regulations allegedly violated; and (3) the time and place of the hearing.
2. The opportunity for a prompt and fair hearing where the University shall bear the burden of proof, and at which the student shall have the opportunity to present documents and witnesses, to contest evidence, and to confront and cross-examine witnesses presented by the University. Notwithstanding the preceding sentence, no inference shall be drawn from the silence of the accused student.
3. A record of the hearing and an expeditious written decision based upon the preponderance of evidence, which shall be accompanied by a written summary of the findings of fact.



### **VIII. Report of the Subcommittee on Academic Integrity Hearing Panel**

After the hearing, the Hearing Panel shall arrive at a final decision. When a decision is reached, the AIAO will be informed of the judgment. There are no further appeals or processes.

### **IX. IMPLEMENTATION**

Once the judgment has been rendered, the AIAO will notify the Student by issuing a letter to the Student and initiate any other necessary administrative actions.

Students who receive a letter reporting an Academic Integrity Policy Violation must complete an online tutorial reviewing the Academic Integrity Policy. Students must complete this before they can enroll for courses during the year following the incident or, in the case of seniors, before a degree is awarded.

If a student has been suspended as an administrative sanction, the suspension must be noted on the transcript and remain until the student petitions to have it be removed in accordance with Section IX (Maintenance of Disciplinary Records).

If a student receives a reduced grade in a course because of an Academic Integrity Policy Violation, the reduced grade will remain on the transcript (and will count towards the calculation of the GPA) even if the student retakes the course in the future and obtains an improved grade.

Students who have on file Academic Integrity Policy Violations may be excluded by the Associate Deans from consideration for academic honors at graduation. For students who wish to change majors, individual majors may take into account the commission of an act of dishonesty. Exclusions from consideration for honors and exclusion from major change are not determined at the time of the violation and do not fall under this Policy. Thus, Students so affected are not eligible to request a formal hearing.

### **X. MAINTENANCE OF DISCIPLINARY RECORDS**

The AIAO will maintain a record of each student who receives letter(s) of Academic Integrity Policy Violations. The AIAO is required to forward this information to the appropriate corresponding Associate Deans. Each Associate Dean will maintain a single campus academic conduct file containing all incidents of Academic Integrity Policy Violations campus wide for undergraduate and graduate students, respectively.

Records will normally be destroyed after seven years, unless the AIAO determines in any particular case that there is good reason to extend the period of retention. In order to ensure that minor and nonrecurring infractions do not negatively impact a student's career beyond UCI, any student may petition to the AIAO to have relevant academic disciplinary records expunged after the record is two years old or upon graduation, whichever comes first. The AIAO has sole authority to consider and to grant or deny such petitions. The University will release a student's disciplinary records to potential employers, governmental agencies, other educational institutions, or other organizations or individuals only if authorized to do so by the student in question or if compelled by law. Any record expunged by the AIAO will also be erased in the Dean of Undergraduate Education or the Graduate Division Offices.



## **XI. TYPES OF ACADEMIC INTEGRITY POLICY VIOLATIONS**

Academic integrity applies equally to electronic media and print, and involves text, images, and ideas. Violations include but are not limited to the following examples:

### **A. Cheating**

1. Copying from others during an examination.
2. Communicating exam answers with other students during an examination or communicating exam questions to students who will take an exam later.
3. Offering another person's work as one's own.
4. Taking an examination for another student.
5. Asking or allowing a student to take an exam for oneself or another student.
6. Sharing or collaborating on answers for a take-home examination or assignment unless specifically authorized by the instructor.
7. Tampering with an examination after it has been graded, and then returning it in an attempt to earn more credit.
8. Using unauthorized materials, prepared answers, written notes, or other information concealed in a blue book or elsewhere during an examination.
9. Allowing others to do the research and writing of an assigned paper (including use of the services of a commercial term-paper company).

### **B. Dishonest Conduct**

1. Stealing or attempting to steal an examination or answer key from the instructor.
2. Submitting substantial portions of the same work for credit in more than one course without consulting all instructors involved.
3. Falsifying or forging academic documents or records.
4. Allowing another student to copy off of one's own work during a test or take-home assignment.

### **C. Plagiarism**

Plagiarism is intellectual theft. It means use of the intellectual creations of another without proper attribution. Plagiarism may take two main forms, which are clearly related:

1. To steal or pass off as one's own the ideas or words, images, or other creative works of another.

2. To use a creative production without crediting the source, even if only minimal information is available to identify it for citation.

Credit must be given for every direct quotation, for paraphrasing or summarizing a work (in whole, or in part), and for information which is not common knowledge.

#### **D. Collusion**

Any student who knowingly or intentionally helps another student perform any of the above acts of cheating or plagiarism is subject to discipline under the Academic Integrity Policy.

## **XII. TYPES OF ADMINISTRATIVE SANCTIONS FOR POLICY VIOLATIONS**

When a student is found in violation of University policies or campus regulations, any of the following types of student disciplinary action may be imposed. Any sanction imposed should be appropriate to the violation, taking into consideration the context and seriousness of the violation.

#### **A. Educational Course**

A tutorial or course which the student will be required to take.

#### **B. Warning/Censure**

Written notice or reprimand to the student that a violation of specified University policies or campus regulations has occurred and that continued or repeated violations of University policies or campus regulations may be cause for further disciplinary action, normally in the form of disciplinary probation; loss of privileges and exclusion from activities; suspension; dismissal; or any combination of the preceding disciplinary actions.

#### **C. Disciplinary Probation**

Disciplinary probation is a status imposed for a specified period of time during which a student must demonstrate conduct that conforms to University standards of conduct. Conditions restricting the student's privileges or eligibility for activities may be imposed. Violation of any conditions of the probation or the policy may result in further disciplinary action, normally in the form of suspension or dismissal.

#### **D. Suspension**

Suspension is termination of student status at the campus for a specified period of time with reinstatement thereafter certain, provided that the student has complied with all conditions imposed as part of the suspension and provided that the student is otherwise qualified for reinstatement. Violation of the conditions of suspension or of University policies or campus regulations during the period of suspension may be cause for further disciplinary action, normally in the form of dismissal.

#### **E. Dismissal**

Dismissal is termination of student status for an indefinite period. Readmission to the University shall require the specific approval of the Chancellor of the campus to which a

dismissed student has applied. Readmission after dismissal may be granted only under exceptional circumstances.

**F. Revocation of Awarding of Degree**

Subject to the concurrence of the Academic Senate, a student's degree may be revoked if obtained by fraud. Such revocation is subject to review on appeal by the Chancellor.

**G. Other**

Other disciplinary actions may include community service or holds on requests for transcripts, diplomas, or other student records to be sent to third parties, as set forth in campus regulations.