THE ANTEATER GUIDE TO ACADEMIC INTEGRITY

UCI Office of Academic Integrity & Student Conduct
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OAISC Contact Information
The Office of Academic Integrity & Student Conduct (OAISC) is responsible for ensuring that students comply with and understand university policies related to academic integrity and student conduct by promoting learning and development.

As part of Student Life & Leadership, OAISC works to advance community knowledge on student conduct and academic integrity policies through educational and informative workshops and programs. Our goal is to create a conducive learning environment that is both fair and just for students, faculty, and staff. We believe it is the responsibility of all Anteaters to uphold an environment that is purposeful, open, disciplined, just, caring, diverse, and celebrative.
What is Academic Integrity?

AND WHY IS IT IMPORTANT AT UCI?

Academic Integrity is the honest and responsible pursuit of knowledge, information, and an education without the use of improper resources or dishonest practices.

In short, it is what gives value to your degree. Having academic integrity means demonstrating your knowledge. To act without integrity not only discredits your own abilities as a student, but also violates the pact between student and teacher. Violations of academic integrity can not only result in a failing grade or assignment, but calls into question the validity of your work and knowledge.

Values of Academic Integrity

According to the International Center for Academic Integrity, Academic Integrity is made up of six fundamental values. These values are:

1. Honesty
2. Trust
3. Fairness
4. Respect
5. Responsibility
6. Courage

These values are important and necessary at UCI and are reflected in the teaching, learning, and knowledge that takes place in our academic community.
Academic Integrity Violations

Academic Integrity Policy:
"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."

At UCI, the Academic Senate created and outlined universal definitions for violations of Academic Integrity. These are the definitions that we as a community have come to define as violations of Academic Integrity in their most common forms. This is by no means an exhaustive list, but it captures many of the ways that a student could violate Academic Integrity.

**Cheating**: Receiving academic credit by dishonest, fraudulent, or deceitful means.  
- Copying from others during an exam  
- Offering another person’s work as your own  
- Taking an exam for another student or having someone take an exam for you  
- Sharing or collaborating on answers for a take-home exam or assignment  
- Using cheat sheets or other unauthorized materials in an exam

**Dishonest Conduct**: Other dishonest behavior that may not be assignment specific.  
- Stealing or attempting to steal an exam or answer key from instructor  
- Changing or attempting to change official academic records without proper approval  
- Forging add/drop/change cards and other enrollment documents or altering such documents after signatures have been obtained
Academic Integrity Violations (continued)

**Plagiarism:** Credit must be given for every direct quotation, for paraphrasing or summarizing work (in whole or in part), and for information which is not common knowledge. Failure to do so is plagiarism. **Simply put, if you found the information somewhere, cite it!**
- To steal or pass off as one's own the ideas or words, images, or other creative works of another
- To use a creative production without crediting the source, even if only minimal information is available to identify it for citation
- Improperly paraphrasing such as copying and pasting a sentence and changing the words

**Collusion:** Any student who knowingly or intentionally helps another student perform any of the violations of academic integrity will be considered to have colluded.
- Allowing others to do the research and writing of an assigned paper or other assignment. This is considered contract cheating
- Allowing another student to copy one’s own work during a test or take-home assignment
- Uploading previously graded work to educational platforms such as Course Hero, Chegg, Quizlet, etc. for others to see and use
- Showing another student an assignment to be submitted or previously graded work even if your intention is not for them to copy the work directly
I've been really stressed, anxious, and having issues outside of school.

- Appointment with the Counseling Center
- Stress Management & Self-Care Workshop at the Center for Student Wellness & Health Promotion

I didn't have time!

Time Management Workshop at the Learning and Academic Resource Center.

I didn't know how to cite correctly!

Appointment with the Writing Center

I didn't realize that was the policy!

- Consultation with OAISC
- Ask the professor or refer to your class syllabus

I have a learning disability or other disability

- Visit the Disability Service Center

I have no interest in the subject/I'm only focused on the grade.

- Appointment with an academic advisor in your major/program
- Talk to the Division of Career Pathways to learn more about different areas of interest

I was just trying to help my friend!

- Don't be afraid to say "No" when this could jeopardize your academic integrity
- Refer your friend to the professor, TA, or an on-campus resource

I'm a Graduate Student and need additional resources

- Visit the Graduate Resource Center for professional development, writing support, communication, wellness, and work-life balance and much more!
The Academic Integrity Process

The process of resolving academic integrity violations is divided into four phases:

1. The Reporting Phase-During this phase, the instructor or a student communicates to OAISC about any alleged academic integrity violations.

2. The Review Phase-During this phase, the student is afforded or given the opportunity to meet with OAISC to review the charges, allegation, and evidence. The OAISC reviews the evidence in consultation with various parties if necessary and decides responsibility.

3. The Decision Phase-During this phase, OAISC decides if a student is responsible or not based on the preponderance of the evidence standard. In other words, the decision will be based on whether it is more likely than not that a policy violation occurred. If found responsible, the OAISC will decide on appropriate sanctions or outcomes. This decision will be communicated to the student.

4. The Hearing Phase-During this phase, if the student chooses to contest the sanctions, a Hearing Panel (Academic Integrity Review Board, AIRB) will be convened to review the case and make a final decision.
SANCTIONS

If found responsible, students will be given one of the Administrative sanctions listed below depending on the severity of the case and any previous disciplinary history:

**Warning**

Written notice or reprimand to the student that a violation of specified University policies or campus regulations has occurred. Continued or repeated violations may result in further disciplinary action.

**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.

**Suspension**

Suspension is a termination of a 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 otherwise qualifies for reinstatement.

**Dismissal**

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

**Revoking 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.
In addition to an administrative sanction, a student may also be given an educational sanction to complete.

An educational sanctions can range from completing an Ethical Decision-Making Workshop to attending a Writing Center or Learning and Academic Resource Center (LARC) Workshop.

Educational sanctions can also be specific to each student depending on the situation. In the past, students have been sanctioned to write an apology letter to their professor or write a reflection essay.
Last minute tips to ensure academic integrity

- Make sure all work is 100% your own!
- Have the courage to do what is right even when no one is watching
- Always ask the professor or teaching assistant if you have questions regarding what is allowed or not allowed in class. Your friends are great, but they should not be considered a 100% reliable resource
- Read your class syllabus and understand what constitutes academic integrity and what constitutes academic misconduct
- Communicate! We understand that students have lives outside of UCI. Always communicate your needs to your professor or any other UCI staff member. We want you to succeed in all that you do and are here to help!