

# Appendix VIII UCI Academic Senate Policy on Academic Honesty

## 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 Honesty

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#### **A. PREAMBLE**

The University is an institution of learning, research, and scholarship predicated on the existence of an environment of honesty and integrity. As members of the academic community, faculty, students, and administrative officials share responsibility for maintaining this environment. It is essential that all members of the academic community subscribe to the ideal of academic honesty and integrity and accept individual responsibility for their work. Academic dishonesty is unacceptable and will not be tolerated at the University of California, Irvine. Cheating, forgery, dishonest conduct, plagiarism, and collusion in dishonest activities erode the University's educational, research, and social roles. They devalue the learning experience and its legitimacy not only for the perpetrators but for the entire community.

#### **B. RESPONSIBILITIES**

All members of the academic community have a responsibility to ensure that scholastic honesty is maintained.

Faculty have primary responsibility for:

1. Upholding and enforcing universitywide principles of academic honesty and integrity and explaining clearly these principles including any qualifications which may be operative in the classes they are teaching.
2. Minimizing opportunities for academic misconduct in their courses.
3. Confronting students suspected of academic dishonesty in a way that respects student privacy.
4. Affording students accused of academic misconduct the right to appeal any resulting disputes to disinterested parties for hearing and resolution.
5. Assigning an appropriate grade to a student who engages in academic dishonesty.
6. Reporting all instances of academic dishonesty to appropriate Associate Deans.
7. Protecting the anonymity of any student reporting an incident of academic dishonesty to the extent permitted by due process required for the accused and other legal requirements.

Students have responsibility for:

1. Refraining from cheating and plagiarism.
2. Refusing to aid or abet any form of academic dishonesty.
3. Notifying professors and/or appropriate administrative officials about observed incidents of academic misconduct. The anonymity of a student reporting an incident of academic dishonesty will be protected.

#### **C. WHAT IS ACADEMIC DISHONESTY?**

Academic dishonesty applies equally to electronic media and print, and involves text, images, and ideas. It includes but is not limited to the following examples:

##### **Cheating**

1. Copying from others during an examination.
2. Communicating exam answers with other students during an examination.
3. Offering another person's work as one's own.
4. Taking an examination for another student or having someone take an examination for oneself.
5. Sharing answers for a take-home examination or assignment unless specifically authorized by the instructor.

6. Tampering with an examination after it has been corrected, then returning it for more credit.
7. Using unauthorized materials, prepared answers, written notes or information concealed in a blue book or elsewhere during an examination.
8. Allowing others to do the research and writing of an assigned paper (including use of the services of a commercial term-paper company).

### **Dishonest Conduct**

1. Stealing or attempting to steal an examination or answer key from the instructor.
2. Changing or attempting to change academic records without proper sanction.
3. Submitting substantial portions of the same work for credit in more than one course without consulting all instructors involved.
4. Forging add/drop/change cards and other enrollment documents, or altering such documents after signatures have been obtained.
5. Intentionally disrupting the educational process in any manner.
6. Allowing another student to copy off of one's own work during a test.

### **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, in one's own words), and for information which is not common knowledge.

### **Collusion**

Any student who knowingly or intentionally helps another student perform any of the above acts of cheating or plagiarism is subject to discipline for academic dishonesty.

## **D. PROCEDURES FOR DEALING WITH INCIDENTS OF ACADEMIC DISHONESTY**

Many, perhaps most, incidents of academic dishonesty involve accusations which are based on clear evidence and which are not contested by the accused student. In such cases, if the infraction is relatively minor and there is no indication that the accused student has previously been involved in such incidents, it is most appropriate that the matter be resolved between the student and the faculty member. When this occurs, it is nevertheless important that a written report of the incident be filed to ensure that penalties assessed are commensurate with the offense and that repeated infractions be detected and dealt with appropriately.

More serious incidents and repeat offenses which call for stronger disciplinary action, may result in campuswide sanctions, in addition to the actions imposed by a faculty member. In such cases, these sanctions, as described in Section 105.00 of the Policies Applying to Campus Activities, Organizations, and Students, will be administered by the Academic Associate Deans or the Office of the Dean of Undergraduate Education or the Graduate Division.

Finally, whenever an accusation of academic dishonesty or a grade given by a faculty member is contested by an accused student, the student has recourse for mediation of the dispute. Processes for mediation, assistance with conflict resolution, and/or an informal inquiry may be requested by the student or the Associate (Undergraduate or Graduate) Dean of the faculty member's school through the Office of the Ombudsman. In incidents where campuswide sanction has been imposed, the student can request a hearing with the appropriate Committee on Academic Honesty which will be convened by the Office of either the Dean of the Division of Undergraduate Education or the Dean of the Graduate Division, depending on the status of the accused student.

The procedures outlined here are designed to institute a system that recognizes that many cases of academic misconduct are best resolved between the student and faculty member involved, while it provides for appropriate record keeping and handling of serious and repeated offenses and guarantees a fair hearing to a student who has received a campuswide sanction.

#### **Authority of Faculty Members**

When a faculty member has evidence of student academic dishonesty, the faculty member must present the evidence to the student in a private meeting or communicate with the student by some other means. The faculty member must initiate this communication with the student within 15 calendar days of discovering evidence of academic dishonesty and evaluating the relevant work. The faculty member then may follow up with one or more of only the following actions:

1. To issue a reprimand to the student with a letter of explanation to the student's file.
2. To require repetition of the questionable work or examination with a letter of explanation to the student's file.
3. To reduce the grade to an 'F' or zero, if appropriate, on the questionable work or examination with written notification to the student and a letter of explanation to the student's file.
4. To assign the student a failing grade in the course or otherwise lower the grade in the course with a letter of explanation to the student's file.

It is essential that any such action be reported in writing to the student in a letter from the faculty member. Copies of this letter must also be sent to (a) the Associate Dean of the faculty member's school, (b) the Associate Dean of the student's school, who will maintain a file of cases of academic misconduct involving students enrolled in that school, and (c) the Office of the Dean of Undergraduate Education or Dean of the Graduate Division, as appropriate. The faculty member is strongly encouraged to consult with the Associate (Undergraduate or Graduate) Dean of his or her school before the letter is drafted. Reference to (or a copy of) the "UCI Academic Senate Policies on Academic Honesty" should be included in the letter. If action (4) is taken, the faculty member is responsible for making certain that the failure is recorded by the Registrar on the student's permanent academic record. Careful documentation of the incident must be maintained by the faculty member in the event that his or her actions in the case should later be subject to review.

#### **Responsibilities of the Academic Associate Deans**

1. The Associate (Graduate or Undergraduate) Dean of either the accused student's school or of the faculty member's school may impose campuswide sanctions. Sanctions imposed by Associate Deans are final unless the student requests a hearing within 15 calendar days of notification. The 15-day period starts from the time the Associate Dean has notified the student of the discipline or has notified the student of the hearing and appeal process by providing a copy of this policy, whichever comes later. It is recommended that each case be brought to a final resolution within 90 days of instruction.
2. The Associate Dean (or equivalent official) of each school is responsible for maintaining confidential records concerning academic dishonesty of students enrolled in that school. All letters reporting faculty-imposed academic penalties for academic misconduct will be included in these files.
3. The Associate Dean of the accused student's school will be responsible for identifying all incidents which represent repeated offenses by a student and may impose a campuswide sanction because of repeat offenses.
4. Associate Deans are required to 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. If an Associate Dean suspects grounds for a grievance involving discrimination, the student should be

referred to Appendix II of The Manual of the Irvine Division of the Academic Senate, "Student Academic Grievance Procedures Relating to Non Discrimination" (which is limited to allegations of discrimination).

5. In those classes where academic dishonesty continues to be a problem and the faculty member or another university official has already been approached by the student(s) from the class, the Associate Dean will consult with the appropriate faculty member to address the problem.

6. Students who have on file recorded acts of academic dishonesty, as defined by the Policies Applying to Campus Activities, Organizations, and Students, may be excluded by the Associate Deans from consideration for academic honors at graduation. Another consequence could be that in admission to a major, for students who wish to change majors, individual majors may take into account the commission of an act of dishonesty. Exclusion from consideration for honors and exclusion from major change is not for the purposes of this policy to be considered a campuswide sanction. Students excluded from such consideration under this policy therefore are not eligible to request a formal hearing.

7. In those situations where a campuswide sanction is imposed and the student requests a hearing, the Associate Dean will forward to the Hearing Panel on Academic Honesty the materials which led him or her to impose the sanction. In addition, the Associate Dean will appear before the Hearing Panel to discuss the case upon request of the Hearing Panel .

### **Student Hearings**

It should be understood that all grades are ultimately the responsibility of faculty. However, if a student accused of academic dishonesty wishes to contest an action by a faculty member, the student may, within a 15-day period, request assistance by writing to the Associate Dean of the faculty member. The period is 15 calendar days and starts from the time the Associate Dean has notified the student of the discipline or has notified the student of the hearing and appeal process by providing a copy of this policy, whichever comes later.

When a campuswide sanction is imposed, the affected student may, within 15 days of notification, request a hearing before a Hearing Panel on Academic Honesty. Students considering a hearing in response to campuswide sanctions for alleged academic misconduct are urged to contact the Associate Dean of their academic school and/or the University Ombudsman concerning possible sources of advice and assistance. Students should be advised regarding the grounds for appeal as specified in section 103.11 of the Policies Applying to Campus Activities, Organizations, and Students.

### **Role of the Ombudsman**

The services of the Ombudsman may be requested at any time by the student, the faculty member, or the Associate Dean. The role of the Ombudsman is to assist in conflict resolution, mediate the dispute, perform an informal inquiry of the case, and clarify policies and procedures for anyone involved.

In those incidents where imposition of a campuswide sanction is a consideration and the student has requested a hearing, before the Panel on Academic Honesty, the case may be referred to the Office of the Ombudsman by the Dean of Undergraduate Education or the Dean of the Graduate Division. An informal inquiry may be conducted by the Ombudsman who will then confer with the Associate Dean and the accused student. However, the findings of the Ombudsman will not be forwarded to the Hearing Panel on Academic Honesty. The case may be referred by the student to either the Dean of Undergraduate Education or the Dean of the Graduate Division, as appropriate, who will be responsible for convening the Hearing Panel on Academic Honesty.

Students should always be informed by the Associate Dean of their school of their right to secure the assistance of the Ombudsman in understanding and addressing the problem or issue.

### **Role of the Deans of Undergraduate Education and Graduate Studies**

Whenever an incident of academic misconduct is referred to the Office of the Dean of Undergraduate Education or the Dean of the Graduate Division by the student, a representative of the appropriate offices will meet with the student and, if requested, explain the process and arrange the time and place of a hearing before the appropriate (Undergraduate or Graduate) Hearing Panel on Academic Honesty. The appropriate Dean will maintain a record of all cases of academic dishonesty reported by the respective Associate Deans.

Formal resolution by the appropriate Hearing Panel on Academic Honesty may result in the imposition by the Dean of Undergraduate Education or the Dean of the Graduate Division of one or more of the sanctions described in section 105.00 of the Policies Applying to Campus Activities, Organizations, and Students, including suspension or dismissal from the University.

### **E. HEARING PANELS ON ACADEMIC HONESTY**

#### **1. Jurisdiction of the Hearing Panels on Academic Honesty**

There will be two types of Hearing Panels on Academic Honesty. One type of Hearing Panel will hear cases of campuswide sanctions on undergraduate students while the other will hear graduate, student cases. The Hearing Panels can reduce, affirm, or increase sanctions.

#### **2. Composition of the Hearing Panels on Academic Honesty**

An Undergraduate Hearing Panel on Academic Honesty will be convened for each case submitted throughout the year. The pool from which each Undergraduate Hearing Panel on Academic Honesty shall be drawn consists of all appointed faculty and ex officio faculty on the Council on Student Experience, selected student Peer Academic Advisors nominated by the academic units (one per unit), and three representatives from the Office of the Dean of the Division on Undergraduate Education, appointed by the Dean of the Division of Undergraduate Education. These groups will be trained in the Academic Honesty policy and procedures by a representative of the Dean of the Division of Undergraduate Education so that there will be a ready pool of qualified participants available on short notice when a hearing is called. For each hearing involving an Undergraduate Hearing Panel on Academic Honesty, two faculty, appointed by the Council on Student Experience Chair, two student Peer Academic Advisors, and one representative from the Office of the Dean of the Division of Undergraduate Education appointed by the Dean of the Division of Undergraduate Education, shall form an Undergraduate Hearing Panel on Academic Honesty to hear the student appeal. The hearing will be scheduled by the Office of the Dean of the Division of Undergraduate Education.

The Graduate Hearing Panel on Academic Honesty will be a standing administrative committee composed of two faculty, two students, and a representative of the Dean of the Graduate Division. Terms of faculty members will be two years. One faculty member will be appointed annually by the Dean of the Graduate Division. To ensure continuity, terms will be staggered; during the first year of operation only, one faculty member will be appointed for a one-year term. One additional faculty member will be appointed by the Dean of the Graduate Division to serve as an alternate to the Graduate Hearing Panel. The two students shall serve for one year and be appointed by AGS. One additional student member will be appointed by AGS to serve as an alternate.

#### **3. Role of the Associate Dean**

The Associate Dean will forward to each Hearing Panel the evidence which led to his or her decision to impose the campuswide sanction. In addition, the Associate Dean will appear before the Hearing Panel to comment on the case if the Hearing Panel wishes.

#### **4. Hearings**

a. If the student requests a hearing, the Office of the Dean of the Division of Undergraduate Education or the Dean of the Graduate Division shall schedule a hearing of the case before the appropriate Hearing Panel. Written notice must be given to the parties involved regarding

the date, time, and place of the hearing.

b. The chair will be elected by the membership of the Hearing Panel. The chair 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.

c. Hearings will be closed unless the parties involved agree to an open hearing. Every effort must be made by all parties to maintain confidentiality during the process.

d. Hearings shall be held following the provisions in sections 103.11. (5, 6, and 8) of the "Policy on Student Conduct and Discipline" in the Policies Applying to Campus Activities, Organizations, and Students, except that the role of the Dean of Students shall be filled by the Dean of Undergraduate Education or the Graduate Division, depending on the status of the student.

#### 5. Report of the Hearing Panel on Academic Honesty

After the hearing a Hearing Panel shall arrive at a decision. When a decision is reached, the student and the appropriate Academic Associate Dean will be informed of the judgment.

#### 6. Final Appeal

If the campuswide sanction is upheld by a Hearing Panel, the report of the Hearing Panel and all supporting evidence may be sent for a final level of review at the request of the student. If the accused student is an undergraduate, the case will be reviewed by the Dean of the Graduate Division. If the accused student is a graduate student, the case will be reviewed by the Dean of the Division of Undergraduate Education. This final review process can only result in decreasing the sanctions imposed on the student or leaving them unchanged. There are no further appeals or processes.

#### 7. Implementation

Once the judgment has been rendered the Dean of the Division of Undergraduate Education or the Graduate Division will implement the judgment in the form of a letter to the student as well as initiate any other necessary administrative actions.

### **F. MAINTENANCE OF DISCIPLINARY RECORDS**

Records relating to academic dishonesty will be maintained by the Associate Deans and the Offices of the Deans of Undergraduate Education and the Graduate Division to promote consistency of penalties for a given offense and to ensure appropriate action against repeat offenders. Records will normally be destroyed after five years, unless the Associate Dean 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 Associate Dean of his or her academic school to have relevant academic disciplinary records expunged after the record is two years old or upon graduation, whichever comes first. The Associate Dean 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 Associate Dean will also be erased in the Dean of Undergraduate Education or the Graduate Division Offices.