

CHAPTER VIII: INTERIM ACADEMIC HONESTY POLICY

2005-2006

Preliminary Statement

Academic integrity is the foundation of an academic community. Academic integrity applies to research as well as undergraduate and graduate coursework.

800: Definitions

Academic misconduct includes, but is not limited to cheating, fabrication, plagiarism, altering graded examinations for additional credit, having another person take an examination for you, or facilitating academic dishonesty or as further specified in campus regulations.¹

Cheating is the unauthorized use of information or study guides in any academic exercise. Cheating includes: copying from others during an examination; sharing answers for a take-home examination; notes without permission during an examination; taking an examination for another student; asking or allowing another student to take an examination for you; tampering with an examination after it has been corrected, then returning it for more credit than deserved; submitting substantial portions of the same academic work for credit in more than one course without consulting the second instructor; preparing answers or writing notes in a blue book before an examination; and allowing others to do the research and writing of an assigned paper (for example, using a commercial term paper service or downloading a paper from the internet).

Plagiarism refers to the use of another's ideas or words without proper attribution or credit. An author's work is his/her property and should be respected by documentation. Credit must be given: for every direct quotation; when a work is paraphrased or summarized in whole or in part in your own words; and for information which is not common knowledge.

Collusion is when any student knowingly or intentionally helps another student to perform any of the above acts of cheating or plagiarism. Students who collude are subject to discipline for academic dishonesty. No distinction is made between those who cheat and plagiarize and those who willingly facilitate its occurrence.

801 Notice to Students

Instructors (faculty, lecturers, TAs and so forth) should explain to students at the outset of a course and on the syllabus the behavior expected of them when taking examinations or preparing and submitting other course work.

¹ Many of the procedures and definitions contained in this policy statement are taken from UCSB's Academic Honesty Policy, <http://hep.ucsb.edu/people/hnn/conduct/disq.html>

In some courses, instructors will announce that it is allowed for students to work together. In such cases, all students should write up their work independently of one another, unless explicit approval has been given to a common write-up. Students should write on their paper the names of other students with whom they have collaborated.

Any member of the university community who suspects that a violation of the academic honesty policy may have occurred may report it to the instructor of record. If the instructor of record is unavailable, or the case is outside the scope of the course, it should be reported to the dean of the School/College/Graduate Division offering the course.

802 Approaches to Violations

Discipline for academically dishonest behavior is exercised on two levels:

- A. The instructor of record for the course has the authority to handle an incident of student academic misconduct directly, by any of the following means:
 - a. reprimand
 - b. assignment of additional work
 - c. reexamination
 - d. lowering the grade on the assignment

The instructor must provide written notice to the student of the conduct involved and give the student the opportunity to respond. If the instructor elects to impose any or all of the remedies listed above, he/she must notify, in writing, both the student and dean of the School/College/Graduate Division offering the course and submit a **Faculty Report Form for Academic Misconduct** to the Office of Student Life/Judicial Affairs. The Form will be kept on file in the Office of Student Life for the duration of the student's enrollment at UCM. The Form is being finalized and will be available for Fall 2005 classes.

A student may ask for a review of the action taken by the instructor by submitting a written request to the dean of the School/College/Graduate Division offering the course. The dean may either respond to the request or refer the matter to the Office of Student Life/Judicial Affairs for an advisory opinion. If the dean is the instructor of the course, the request for review should be forwarded to the Executive Vice Chancellor and Provost. Students have ten working days to submit a written request for review; the dean/EVC has ten days to review the request and respond to the student in writing. The dean/EVC may take action to revise or revoke the action of the instructor on the basis that the instructor failed to follow the procedures set forth herein, or that the instructor's action was based on impermissible criteria (for example, discrimination on the basis of race, ethnicity, national origin, or sex).

- B. If the instructor of record believes that the academic misconduct was especially serious, he/she can recommend in writing that action be taken by the Dean of College One if the student is an undergraduate or the Dean of the Graduate

Division if the case involves a graduate student. If the Dean of College One/Graduate Dean agrees that the conduct is especially serious, he/she will refer the case to the Assistant Director of Student Life/Judicial Affairs for investigation.

The Assistant Director of Student Life may conduct interviews that may include the reporting party, all witnesses, and any person(s) alleged to have violated the University regulation. All persons accused will be informed in writing of the nature of the charge, his/her rights, and the procedures to be followed.

If the preliminary investigation does not result in the withdrawal of charges by the Assistant Director of Student Life, in consultation with the Dean of College One/Graduate Dean, the case will be heard by the Faculty/Student Academic Conduct Board. The Dean of College One or Graduate Dean or his/her designee will serve as the chair of the Academic Conduct Board. The Faculty/Student Academic Conduct Board will be comprised of: three faculty members nominated by the Committee on Committees, one undergraduate, one graduate student, and the Director of Student Life or designee. At least five members of the Board must be present for a hearing to take place. The University's case will be presented by the Assistant Director of Student Life/Judicial Affairs or designee.

All hearings for alleged academic or behavioral conduct violations will respect students' due process rights. Detailed instructions about how hearings will be conducted are included in Chapter VII of the Student Handbook.

In sum, persons involved in the Conduct Hearing process have the following rights and responsibilities:

The Student:

1. Shall be served with a written notice of the specific charges, the time and the place of the hearing, and a copy of the procedures which will govern the hearing at least five calendar days prior to the hearing.
2. May be accompanied by an advisor, however, students will be expected to speak for themselves.
3. Is entitled to be present during the hearing while evidence is being presented and may remain until the Board begins confidential deliberations.
4. Shall have the right to produce witnesses and confront and cross-examine all witnesses.

The Academic Conduct Board:

1. Shall base its findings upon the preponderance of evidence.
2. Shall keep summary minutes of the hearing which will be available to the student within seven working days following the hearing.

The student shall receive written notice, by registered mail, within five working days following the hearing informing him/her of any decision, including recommended sanctions, if applicable.

803 Sanctions

Individuals found responsible by the Faculty/Student Academic Conduct Board for violating University policies or regulations regarding academic honesty may receive the following sanctions:

Warning:

Written notice to the student that continued or repeated violations of specified policies or regulations may be cause for further disciplinary action.

Disciplinary Probation:

A status imposed for a specified period of time during which a student must demonstrate conduct that conforms to University standards. Conditions restricting the student's privileges or eligibility for activities may be imposed. Misconduct during the probationary period or violation of any conditions of the probation may result in further disciplinary action, normally in the form of Suspension or Dismissal.

Loss of Privileges and Exclusion from Activities:

Specific exclusions or loss of privileges for a specified academic term or terms.

Suspension:

Termination of student status for a specified term or terms. This sanction will be noted on the student's academic transcript during the term(s) of suspension.

Dismissal:

Termination of student status from the University for an indefinite period. Students who are dismissed may not return to UCM without the express permission of the Chancellor. This sanction will be noted on the student's academic transcript.

Disciplinary sanctions may be imposed instead of or in addition to the sanctions listed above and may include, but are not limited to, the following.

1. In cases where a determination of academic misconduct has been made and where close supervision of a student's academic conduct seems appropriate, course instructors may be requested to specifically monitor or separately test that student for a specified period of time.
2. Work, research projects, or community service projects may be assigned.
3. Violations of any of the conditions imposed under this section can be cause for further disciplinary action, usually in the form of loss of privileges and exclusion from activities, suspension, or dismissal.

Sanctions are assigned with the intent of correlating the sanction with the extent and severity of the violation.

804 Appeals

Appeals by a student must be directed to the Executive Vice Chancellor and Provost. The EVC will only review written materials regarding the case including hearing documents provided by the chair, the appeal letter provided by the student outlining the rationale for the appeal, and any new evidence provided by the student which was previously unavailable at the time of the hearing. Appeals shall be limited to the following:

1. Whether there is substantial evidence to support the finding(s) of violation of university policies or campus regulations for which the discipline was imposed.
2. Whether there is evidence, which could not be adduced at the time of the original hearing and which is likely to change the result.
3. Whether there was procedural unfairness at the conduct of the hearing.
4. Whether the sanctions imposed were too harsh given the findings of fact.

Any appeal to the Executive Vice Chancellor and Provost must be made in writing and received by the EVC within 10 working days after the student receives the decision of the Academic Conduct Board. The decision of the Executive Vice Chancellor and Provost or his/her designee is final and shall be conveyed to the student and the student's dean in writing within 15 working days of receipts of the appeal letter. The EVC or his/her designee will then formally notify all other parties involved in the case of the outcome of the appeal.

805 Maintenance of Disciplinary Records

Disciplinary records regarding academic misconduct will be maintained in the Office of Student Life as long as the student is enrolled and for a minimum of five years thereafter. Records will then be destroyed unless the Director of Student Life determines there is good reason to retain the records beyond that date.

