

<b>Policies of the University of North Texas</b>		<b>Chapter # –07</b>
<b>18.1.16</b>	<b>Student Standards of Academic Integrity</b>	<b>Chapter Name</b> Student Affairs

**Policy Statement.**

Academic integrity emanates from a culture that embraces the core values of trust and honesty necessary for full learning to occur. As a student-centered public research university, the University of North Texas promotes the integrity of the learning process by establishing and enforcing academic standards. Academic dishonesty breaches the mutual trust necessary in an academic environment and undermines all scholarship.

The Student Standards of Academic Integrity are based on educational principles and procedures that protect the rights of all participants in the educational process and validate the legitimacy of degrees awarded by the University. In the investigation and resolution of all allegations of student academic dishonesty, the University’s actions are intended be corrective, educationally sound, fundamentally fair, and based on reliable evidence. Publication of academic standards is an essential feature of the University’s efforts to advance academic ideals and to protect the rights of the University community.

**Application of Policy.**

The Student Standards of Academic Integrity applies to current and continuing students of the University.

**Definitions.**

The following definitions apply for purposes of this policy only:

1. **Appeal.** A request made by a student to challenge an academic penalty or misconduct sanction imposed upon finding of academic dishonesty.
2. **Day.** Monday through Friday during regular University business hours (8am-5pm), when University offices are open.
3. **Greater Weight of the Evidence.** Standard of review in the student appeal process which evaluates whether allegations are more likely to be true than not true.
4. **Major Violation.** A serious act of academic dishonesty that suggests evident disregard of the Standards of Academic Integrity such that it cannot be addressed through a grade penalty. Major violations cause the University to lose confidence in the ability of a student to participate meaningfully in the educational process.

5. Student. A person taking courses at the University, including individuals who withdraw after allegedly violating the Standards; those who are not currently enrolled in courses but who have a continuing academic relationship with the University; and those who have applied for admission or readmission.
6. University. The University of North Texas

**Policy.**

These Student Standards of Academic Integrity are adopted by the University based on authority delegated by the Board of Regents to the President and are implemented and enforced under the direction of the Provost and Vice President for Academic Affairs.

Standards of academic integrity are maintained and enforced by faculty and administrative authorities through the Office for Academic Integrity.

- A. Faculty have primary responsibility for academic assessment. In instances of academic dishonesty, a faculty member may impose an educational assignment if it is determined that the student did not intend to harm another or gain advantage. A finding by an instructor that academic dishonesty occurred may be considered grounds for more serious academic penalties, up to and including failure in the course. Decisions about the degree of academic penalty to impose will be based on the seriousness of the violation.
- B. Appropriate administrative authorities shall impose misconduct sanctions that go beyond academic penalties. The Academic Integrity Officer (AIO) is authorized to administer misconduct sanctions up to and including expulsion from the University, subject to appeal by students to the Academic Integrity Panel. The Dean of Undergraduate Studies and the Dean of the Graduate School hold administrative authority to resolve appeals for undergraduate and graduate students, respectively, subject to final approval by the Provost and Vice President for Academic Affairs.
- C. On appeal of academic penalties in matters not involving misconduct sanctions, a Department Chair has final authority over academic penalties imposed. A Department Chair may act on behalf of a faculty member who is no longer employed by the University or is unable to respond. In such cases, or in cases where the instructor is also the Chair, the appeal moves to the Office of the Academic Dean. The instructor and Department Chair also may recommend misconduct sanctions to the Office for Academic Integrity.
- D. The Office for Academic Integrity is authorized to administer the procedures and misconduct sanctions as set forth in these Standards, including investigations of possible major violations and those involving multiple or repeat violations of the Standards. The Office for Academic Integrity also maintains and reviews student

records in the Academic Integrity Database, consults with faculty and students about procedures and rights, and informs students of impending investigations, misconduct findings, misconduct sanctions, and appeal rights. As the head of the Office for Academic Integrity, the AIO conducts investigations of possible major, multiple, or repeat violations and may impose misconduct sanctions.

Under the supervision of the AIO, a member of the faculty appointed by the Provost and Vice President for Academic Affairs to promote the Standards of Academic Integrity and administer the duties of the Office for Academic Integrity, the Office for Academic Integrity has the following responsibilities:

1. provide campus educational and awareness training and resources on academic integrity;
2. furnish Academic Integrity Consultants to consult with students and faculty on possible violations of these Standards;
3. maintain the Academic Integrity Database, which consists of confidential electronic records of student academic penalties and misconduct sanctions and student academic integrity educational status;
4. establish and maintain the Academic Integrity Panel Roster, a roster of faculty and students selected to serve on Academic Integrity Panels. Faculty members on the Roster also are appointed as Academic Integrity Consultants on matters involving allegations of academic dishonesty. All members of the Roster are trained through a process developed specifically for student appeals;
5. schedule appeals before the Academic Integrity Panel, a panel convened for the purpose of providing a student the opportunity for impartial review of evidence underlying allegations of academic dishonesty and of the academic penalties and misconduct sanctions imposed in matters involving allegations of major violations. A quorum of the Panel is defined as two members of the faculty, including the chair, and one student, but up to three faculty and two students may be assigned to a Panel.

## **I. Categories of Academic Dishonesty.**

- A. Cheating. The use of unauthorized assistance in an academic exercise, including but not limited to:
1. use of any unauthorized assistance to take exams, tests, quizzes or other assessments;
  2. dependence upon the aid of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems or carrying out other assignments;

3. acquisition, without permission, of tests, notes or other academic materials belonging to a faculty or staff member of the University;
  4. dual submission of a paper or project, or re-submission of a paper or project to a different class without express permission from the instructor;
  5. any other act designed to give a student an unfair advantage on an academic assignment.
- B. Plagiarism. Use of another's thoughts or words without proper attribution in any academic exercise, regardless of the student's intent, including but not limited to:
1. the knowing or negligent use by paraphrase or direct quotation of the published or unpublished work of another person without full and clear acknowledgement or citation.
  2. the knowing or negligent unacknowledged use of materials prepared by another person or by an agency engaged in selling term papers or other academic materials.
- C. Forgery. Altering a score, grade or official academic university record or forging the signature of an instructor or other student.
- D. Fabrication. Falsifying or inventing any information, data or research as part of an academic exercise.
- E. Facilitating Academic Dishonesty. Helping or assisting another in the commission of academic dishonesty.
- F. Sabotage. Acting to prevent others from completing their work or willfully disrupting the academic work of others.

## II. Available Academic Penalties

The following academic penalties may be assessed at the instructor's discretion upon determination that academic dishonesty has occurred. Admonitions and educational assignments are not appealable.

- A. Admonition. The student may be issued a verbal or written warning.
- B. Assignment of Educational Coursework. The student may be required to perform additional coursework not required of other students in the specific course.
- C. Partial or no credit for an assignment or assessment. The instructor may award partial or no credit for the assignment or assessment on which the student engaged in academic dishonesty, to be calculated into the final course grade.

- D. Course Failure. The instructor may assign a failing grade for the course.

Should the procedure for appeal of a case of academic dishonesty extend beyond the date when the instructor submits course grades for the semester, the student will be assigned a grade that reflects the penalty, which shall be adjusted, as appropriate, at the conclusion of any appeal process.

### **III. Available Misconduct Sanctions**

- A. Probation extending for up to two long semesters
- B. Suspension for up to one year
- C. Expulsion from the University
- D. Revocation of degree

### **IV. Student Responsibilities**

Students are expected to conduct themselves in a manner consistent with the University's status as an institution of higher education. In the class setting, students shall follow their instructors' directions and observe all academic standards and requirements published in course syllabi and other course materials. A student is responsible for responding to an academic dishonesty report issued by an instructor or other University authority. If a student fails to respond after proper attempt at notification, the University may take appropriate academic actions in the absence of the student.

### **V. Reporting Complaints and Disciplinary Records to the Academic Integrity Database**

Faculty must report all allegations, factual summary statements, and sanctions involving instances of academic dishonesty to the Academic Integrity Database, a confidential database maintained in the Office for Academic Integrity and accessible only by authorized faculty and staff for official purposes.

### **VI. Procedures to Consider Matters of Academic Dishonesty**

- A. Instructor's Actions on Matters of Academic Dishonesty.
  - 1. Any instructor who suspects that a student has engaged in an act of academic dishonesty must make a good faith effort to contact the student and hold an individual consultation with the student as soon as possible after detecting the

possibility of academic dishonesty. In the instructor's initial contact with the student, the instructor shall convey the initial concerns about academic dishonesty that will allow the student to be prepared to respond. After a reasonable period of time but no less than five (5) days following attempted notification of the student, the instructor may proceed with academic penalties in the absence of the student.

2. As part of the consultation process, the instructor will review with the student all the evidence or information relevant to the suspected act of academic dishonesty and provide the student a full opportunity to respond to the inquiry. The instructor also will notify the student that the instructor will report all findings of academic dishonesty to the Office for Academic Integrity for review and possible further sanctions.
3. If, after the consultation, the instructor determines that the student has not engaged in an act of academic dishonesty, no sanctions will be taken and the instructor will notify the student immediately. The instructor may, at his or her discretion, send a notice to the Academic Integrity Office indicating that the student has received education regarding academic misconduct. This shall be recorded in the educational portion of the database only and shall not be used as an indication of misconduct of any kind.
4. If the instructor determines upon reliable evidence that the student has engaged in an act of academic dishonesty, the instructor will notify the student of this determination in writing, as soon as possible if not immediately upon the conclusion of the consultation. The notice will include a summary of the findings that support the determination and the academic penalty to be imposed.
5. The instructor will deliver a copy of the factual summary and the instructor's academic penalty to the Office for Academic Integrity for input into the Academic Integrity Database.
6. Appeal of an Instructor's Academic Penalty to the Academic Chair.
  - a. If a student disagrees with an instructor's determination of academic dishonesty or with an academic penalty that is calculated into the course grade, the student may appeal to the chair of the instructor's department within three (3) days of receiving the instructor's written decision.
  - b. The student's written request for appeal must detail:
    - (1) whether the student is requesting appeal of the finding of academic dishonesty or the instructor's academic penalty, or both;
    - (2) the specific basis for the appeal; and

- (3) any factual information in support of the student's case, including any specific evidence.
- c. The department chair immediately shall contact the AIO to determine if there will be an investigation of misconduct. If an investigation of misconduct will occur, all appeals, including the appeal of academic penalty, will occur through the Office for Academic Integrity. If there is to be no investigation of misconduct, the appeal of the academic penalty will occur through the office of the department chair.
- d. Immediately upon receiving notice that there will be no investigation of misconduct, the department chair or designate must request the assignment of an Academic Integrity Consultant (AIC). The AIC will consult with the instructor and student in an attempt to resolve the issue involved without further process. Under no circumstances may only one of the parties be consulted for resolution. If the student and instructor do not agree to resolve all issues under appeal, the AIC will recommend a course of action to the academic chair.
- e. As soon as possible, but no more than 3 days after the receipt of the recommendation of the AIC, the academic chair will, based upon the greater weight of the evidence, issue a written finding on the issue(s) under appeal to the student and instructor, with copy to the Academic Integrity Database. The academic chair's responsibility may be delegated only under unusual circumstances.

**B. Review of possible multiple, repeat, or major violations of academic integrity**

- 1. The Office for Academic Integrity will assess reported violations of the Standards of Academic Integrity for possible major, repeat, or multiple offenses. The Academic Integrity Officer will review the associated evidence as soon as possible after:
  - a. identifying the possibility of repeat, multiple, or major violation in the Academic Integrity Database, or
  - b. receiving a recommendation for misconduct sanctions beyond those available to the instructor and academic chair.
- 2. If the AIO finds likelihood that a student has violated the Standards at a level that involves misconduct, the student will be notified in writing. The notice shall include:
  - a. the alleged misconduct,

- b. the section of the Standards of Academic Integrity suspected to have been violated and potential sanctions,
- c. a date by which a student must schedule a conference with the AIO to discuss the alleged misconduct and to respond to the alleged violation of the Standards. Dates may be extended at the discretion of AIO in the interest of fairness, and
- d. if the student has appealed the academic penalty, that appeal will be conducted in concert with the investigation of the misconduct investigation.

**3. Conference with the Academic Integrity Officer**

- a. An AIO will hold an informal conference with the student to review the alleged misconduct and to provide an opportunity for the student to respond directly to the alleged violation and to offer a response. The conference is a forum designed to enable the AIO to determine whether there has been a violation of the Standards of Academic Integrity, and if so, what sanctions are appropriate.
- b. The student may present relevant information regarding the alleged misconduct including witness statements, documents, or any other information.
- c. A student may be accompanied by an advisor, but students must represent themselves at the conference. If a student intends to be accompanied by an attorney, the student must notify the Office for Academic Integrity no later than two (2) days prior to the conference so that the university can have a representative from the Office of General Counsel present at the conference.

**4. Notice of Misconduct Sanctions**

- a. If the AIO determines that the greater weight of the evidence indicates that a student engaged in misconduct in violation of the Standards of Academic Integrity, the AIO will notify the student, informing the student of the finding and the assigned sanction. The notice will include information about available appeal procedures.
- b. If the AIO determines that a student has not violated the Standards, the Academic Integrity Officer will notify the student of this finding and no further action will be taken unless new information comes forward.
- c. The AIO will notify the Instructor and Department Chair of the findings.

**5. Appeals to the Academic Integrity Panel**

- a. Request for Appeal.



Students who disagree with a finding of misconduct or a misconduct sanction imposed by the AIO have the right to appeal to the Academic Integrity Panel within three (3) days after notification by the AIO. If an appeal of an academic penalty also is involved in the same matter, the Panel will hear the combined appeals of both the misconduct sanction and the associated academic penalty. The appeal request must be in writing and indicate whether the student is appealing the finding of misconduct or the sanction, or both.

b. Scheduling Notice.

Upon receiving an Appeal request, the Office for Academic Integrity will schedule a date for the requested appeal hearing and notify the student. The date for the appeal will be not less than ten (10) days after the student submits the appeal request. Timeframes may be adjusted at the discretion of the Panel Chairperson in the interest of fairness. Notice to the student will also include Guidelines for the Review Process as prepared by the Office for Academic Integrity and information about the availability of a peer advocate to assist the student in preparing the appeal.

**6. Composition and Duties of the Panel**

- a. A Chairperson who is a faculty member will be appointed to preside over the panel, which normally will include four other members, including two (2) additional representatives from the faculty, and two (2) students. For purposes of establishing a quorum, a Panel must consist of at least two (2) faculty members and one (1) student.
- b. The Chairperson will direct the procedures of the Panel and will participate fully in all appeals, but will offer a vote only in the event of a tie.
- c. A student may object to the presence of any Panel member prior to the start of the appeal based on a concern for the Panel member's capacity to make a fair and objective decision. Requests to remove a Panel member will be considered and decided by the Panel Chairperson. If an objection is raised regarding the presence of the Chairperson, the objection will be reviewed by the Provost and Vice President for Academic Affairs.
- d. The Panel will render a recommendation to the Dean of Undergraduate Studies for appeals of undergraduate students and to the Graduate Dean for appeals of graduate students.

## C. Appeal Procedures

### 1. Advance Summary of Positions.

No fewer than five (5) days prior to the scheduled appeal before the Panel, the appealing student and the Academic Integrity Officer must submit the following information to the other:

- a. a written summary of their position;
- b. a list of individuals who will speak on their behalf as witnesses; and
- c. a list of all documents that will be presented to the Panel.

Information will not be provided to Panel members in advance of the appeal.

### 2. Authority of the Chairperson.

The Chairperson will preside over the appeal and make all decisions regarding review procedures. The Chairperson may adjust review procedures and timeframes in the interest of fairness.

### 3. Academic Integrity Panel Appeals Process.

- a. Appeals are informal proceedings and traditional rules of courtroom evidence do not apply. A student and the AIO will have forty-five (45) minutes to present their evidence to the Panel, including personal statements and any witness presentations. Documents and written witness statements may be submitted to the Panel to supplement the presentations. The student, AIO, and any Panel member may ask questions of any individual making a presentation during the appeal.
- b. Appeal proceedings are not open to the public unless a student makes a specific request for an open review at the time of the initial Request for Appeal. Individual witnesses may specifically request that their presentation be provided in a closed setting. The Chairperson will make all decisions regarding closed hearings.
- c. Faculty members who find academic dishonesty in their classes and the students requesting an appeal are expected to attend in person. Except in emergency circumstances or if the student does not appeal the finding of academic dishonesty, if a faculty member or student fails to attend the hearing, the Panel members may choose to postpone the hearing, cancel the hearing, or to proceed with the hearing and enter a recommendation in that person's absence.

- d. Appeal proceedings will be recorded, and recordings will be the property of the university. Copies of recordings may be provided at the requestor's expense. Recordings will be maintained according to the university's records retention policy.
  - e. The AIO must show, by the greater weight of the evidence, that the student engaged in conduct in violation of the Standards, and that the misconduct sanction imposed by the AIO and any associated academic penalty were reasonable based on the evidence.
  - f. After evidence has been entered, the Panel will deliberate outside the presence of others with the recording stopped. Upon completion of deliberations, the Chairperson will inform the student and the AIO of the Panel's recommendations.
  - g. The appealing student must present all arguments and evidence to the Panel. Students may be assisted by one advisor of their choosing, but only the student and witnesses may speak at the hearing. Attorneys will not be permitted to address the Panel. Should the student be accompanied by an attorney, the university will also have a representative of the Office of General Counsel present.
  - h. Within five (5) days of the completion of appeal proceedings, the Chairperson will provide a written summary of the Panel's recommendations. The Office for Academic Integrity will forward the findings and recommendations to the student and the Dean of Undergraduate Studies or the Graduate Dean, as appropriate.
4. Review and recommendations of the Dean of Undergraduate Studies or the Graduate Dean.

As soon as possible but no more than five (5) days following receipt of the Panel's recommendation, the Dean of Undergraduate Studies or the Graduate Dean will:

- a. review the record of the appeal and the Academic Integrity Panel's recommendation;
- b. consult with the academic chair about changing the grade penalty if the dean finds that the penalty does not reflect the nature of any violation(s). Any change in the grade penalty requires mutual agreement by the dean and chair;
- c. provide a recommendation to the Provost and Vice President for Academic Affairs who holds the authority for final determination of the case; and

d. communicate the final decision to the Office for Academic Integrity.

The Office for Academic Integrity will notify the appealing student, chair of the Academic Department, and the university registrar, as appropriate.

5. Effective Date of Misconduct Sanctions.

The sanctions imposed by academic authorities take effect upon the full resolution of a case, including appeal.

## **VII. Miscellaneous**

### **A. Timeframes**

The timeframes expressed herein are goals. Inability to meet these goals for good reason do not render the procedures invalid, insofar that time extensions do not violate a student's right to a fair hearing. A student and the appropriate decision-making authority may mutually agree to extend an expressed time frame for a reasonable period of time.

### **B. Referral for Conduct Sanctions Under the Student Code of Conduct**

Possible violations of the Student Code of Conduct may be referred to the Center for Student Rights and Responsibilities for consideration of conduct sanctions under the Code.

### **C. Interpretation and revision**

1. Interpretation.

Questions of interpretation or application of the Code will be referred to the Provost and Vice President for Academic Affairs, or a designee, for final determination following consultation with the Office of General Counsel.

2. Revision.

The Standards will be reviewed every three (3) years under the direction of the Provost and Vice President Academic Affairs.

### **D. Grade Penalties**

Grade penalties will be effective when all appeal deadlines have expired or the end of the semester, whichever occurs first. If an appeal of an academic penalty extends beyond the semester of the incident and the grade penalty is removed by the Department Chair, Academic Integrity Officer, Dean of Undergraduate Studies, or

the Graduate Dean, the Office for Academic Integrity will notify the Academic Dean to change the course grade. Academic penalties assigned through this process are not subject to appeal through the University grade appeal process.

#### **E. Notification**

All notices will be delivered directly to the student or in writing to the current address on file with the University for the student. Students are responsible for maintaining a current, accurate address with the University registrar.

#### **F. No refunds of Tuition or Fees**

Students who fail a course due to a finding of academic dishonesty will not be eligible for a refund of any tuition or fees for such course.

#### **G. Continuation of Coursework**

A student accused of academic dishonesty must be permitted to continue in the class in which the allegation of academic dishonesty has been entered pending final disposition of the case.

#### **H. Grades Awarded During Pending Appeal**

If the final decision in the case results in failure of the course, any grades awarded for coursework or assessments during the disposition of the case will be void.

#### **I. Records Retention**

Records are maintained indefinitely on academic penalties and misconduct sanctions imposed. Records of student academic integrity educational status are maintained according to the Record Management and Retention policy 10.10.

### **References and Cross-References**

[Records Management and Retention 10.10](#)

[Code of Student Conduct and Discipline 18.1.11](#)

### **Forms and Tools**

[Academic Misconduct Flowchart](#)

[Academic integrity Report Findings, Conclusions and Sanction at Conclusion of Appeal](#)

[Academic Integrity Report Findings, Conclusions and Sanction by Faculty Member](#)

Approved: 9/2/2009

Effective: 9/2/2009

Review By: 9/2012