

<p>The University of North Texas at Dallas Policy Manual</p>	<p>Chapter 7.000</p>
<p>7.002 Code of Academic Integrity</p>	<p>Student Affairs, Education & Funding</p>

Policy Statement. The University of North Texas at Dallas expects all students to exhibit a high level of personal responsibility, accountability and honesty in all academic endeavors. The value of the UNTD degree depends upon the absolute integrity of the student work submitted to attain a UNTD degree. Therefore, it is imperative that all students demonstrate a high standard of individual honor in their scholastic work. Such standards are aligned with the Code of Academic Integrity values of UNTD: virtue, civility, reasoning and accountability

Application of Policy. This policy applies to all students.

Definitions.

1. Academic Dishonesty Review Process. “Academic Dishonesty Review Process” means the procedures provided in the Code of Academic Integrity from the initial meeting with the faculty member through final resolution. The academic dishonesty review process does not include the disciplinary review process which is initiated by the Director of Student Life and Success.
2. Academic Disciplinary History. “Academic Disciplinary History” means the record of a student's violations of the Code of Academic Integrity that is maintained in the Office of the Director of Student Life and Success.
3. Academic Work. “Academic Work” means work submitted by a student for the purposes of receiving academic credit, including but not limited to: papers, reports, examinations, exercises, quizzes, performances, presentations, artwork, laboratory work and scientific experiments. May be submitted in any form including written, oral, pictorial or electronic.
4. Academic Misconduct Sanction. “Academic Misconduct Sanction means penalty for engaging in academic dishonesty that may be assigned by a faculty member.
5. Code of Student's Rights, Responsibilities and Conduct. “Code of Student’s Right, Responsibilities and Conduct” means the standards of conduct and procedures established to provide a full and fair opportunity for review of alleged student misconduct.
6. Conduct Sanction. “Code Sanction” means penalty for violating the Code of Student's Rights, Responsibilities and Conduct that may be assigned by the Director of Student Life and Success.
7. Day. “Day” means the period between 9:00 a.m. and 6:00 p.m. when UNTD is open for official business.

8. Examination. “Examination” means a set of questions or exercises to test a student's knowledge.
9. Greater Weight of the Evidence. “Greater Weight of the Evidence” means the standard of review in the academic dishonesty review process which evaluates whether academic dishonesty is more likely than not to have occurred.
10. University Community. “University Community” means the collective group of students, faculty, staff, UNTD officials and any other persons employed by UNTD.

Definitions of Academic Misconduct.

The Code of Academic Integrity was not written with specificity, nor was the Code of Academic Integrity intended to cover every instance of potentially prohibited academic misconduct. A student's lack of intent to engage in academic misconduct, or lack of knowledge of the Code of Academic Integrity, is not a defense to academic misconduct.

1. **Abuse of the academic process** - Engaging in activity which interferes with the academic process; including but not limited to:
 - a. Falsifying or attempting to falsify class attendance, course registration and grade records, transcripts or any other academic records.
 - b. Fabricating excuses for class or examination absence.
 - c. Falsifying evidence or intimidating or exerting improper influence on another in connection with an alleged violation of the Code of Academic Integrity.
2. **Cheating** - Intentionally using or attempting to use unauthorized materials, information, notes, study aids or other devices or materials in academic work, including but not limited to:
 - a. Purchasing academic work from a commercial service or another individual.
 - b. Copying information from another student during an examination.
 - c. Providing unauthorized assistance to another student by knowingly permitting the other student to see or copy all or a part of an examination or any academic work.
 - d. Obtaining unauthorized advance knowledge of an examination; including accessing previously administered examinations.
 - e. Distributing unauthorized copies of examinations, by sale or otherwise, to another student.

3. **Fabrication** - Falsification or invention of any information, data, research or citation in academic work, including but not limited to:
 - a. Falsifying scientific or other data.
 - b. Changing information on examinations or other academic work that has been graded and resubmitting the work for the purpose of improving the grade.
4. **Multiple submissions** - Submitting substantial portions of the same work for credit more than once without authorization from the faculty member for the class in which the student submits the work, including but not limited to:
 - a. Submitting the same paper for credit in more than one course without the faculty member's permission.
 - b. Representing group work done in one class as one's own work for the purpose of using it in another class.
5. **Plagiarism** - Using another's ideas, processes, results or words without proper attribution; including but not limited to:
 - a. Intentionally, knowingly, or carelessly presenting the ideas, phrasing or work of another without proper citation.
 - b. Quoting or paraphrasing another without citing proper sources.
6. **Complicity** - Intentionally or knowingly helping or attempting to help another to commit an act of academic dishonesty; including but not limited to:
 - a. Knowingly allowing another to copy from one's paper during an examination.
 - b. Distributing test questions or substantive information about materials to be tested without the faculty member's permission.
 - c. Unauthorized collaboration on academic work.
 - d. Sitting for an examination in place of another student, or requesting that another student sit for an examination on their behalf.
 - e. Conspiring or agreeing with others to commit an act of academic dishonesty.

Procedures and Responsibilities.

Student Responsibility.

1. **Independent work** - All ideas, arguments, phrases and other written or created work, submitted by a student without attribution to other sources, must be the creative product of the student. All passages and text from other works must be properly cited.
2. **Authentic data** - All experimental data, observation, interviews, statistical surveys and other information collected and reported as part of academic work must be authentic.
3. **Approved collaboration** - Students may only collaborate within the limits prescribed by their faculty member.
4. **Maintain assignment guidelines** - Students must adhere to the guidelines provided by their faculty member to complete course assignments.

Faculty Role in Maintaining Academic Integrity.

Faculty members are encouraged to:

1. Include an academic integrity statement on all syllabi and course materials which summarizes the principles of the Code of Academic Integrity.
2. Request that students affirm compliance with the Code of Academic Integrity by including a statement on all academic work, including exams, papers and written assignments as follows:
On my honor, I have not given, nor received, nor witnessed any unauthorized assistance that violates the UNTD Academic Integrity Policy.
3. Take reasonable steps to foster a climate of academic honesty by:
 - a. Informing students of the Code of Academic Integrity and its application to any particular academic work, and the specific types of academic assistance that may be permissible in connection with the academic work.
 - b. Maintaining adequate security precautions in the preparation and handling of tests.
 - c. Providing ample room for proper spacing of students during exams.
 - d. Monitoring exams, especially in large classes.
4. Faculty members are not required to assume these responsibilities and a faculty member's failure to take the encouraged steps is not a defense to academic dishonesty.

Sanctions for Engaging in Academic Dishonesty.

Any student engaging in academic dishonesty in violation of the Code of Academic Integrity may be subject to one or more of the following sanctions.

Academic sanctions-

- a. **Admonition** - A verbal or written warning.
 - b. **Education sanction** - A remedy determined at the discretion of the faculty member; including but not limited to: assignment of additional academic work, attendance at an educational program, interviews with appropriate UNTD officials.
 - c. **Partial or no credit for academic work** - Credit assigned at the discretion of the faculty member. If review of academic dishonesty extends beyond the date for assignment of semester grades, the grade will reflect the penalty. The grade will be adjusted, if appropriate, after the academic dishonesty review process is complete.
 - d. **Withdrawal from the course** - Student will be removed from a course and assigned a grade of "WF". A student will be permitted to remain in a class in pending final resolution of an allegation of academic dishonesty.
5. **Conduct sanctions** (assigned in accordance with the Code of Student's Rights, Responsibilities and Conduct)
- a. **Suspension** - Separation of the student from UNTD for a specified period of time. Student will be removed from enrollment and withdrawn from all courses. Student grades will be assigned in accordance with UNTD policy and a "WF" will be assigned by the faculty member in the course in which academic dishonesty was committed. Student will be blocked from future registration until reviewed and approved by the Director of Student Life and Success.
 - b. **Expulsion** - Permanent separation of the student from UNTD with no provision for readmission. An expelled student will be removed from enrollment and withdrawn from all courses. Student grades will be assigned in accordance with UNTD policy and a WF will be assigned by the faculty member in the course in which academic dishonesty was committed.

Procedures for Review of Academic Dishonesty

1. **Reporting academic dishonesty** – All members of the university community are expected to report academic dishonesty to the faculty member of the class in which the academic dishonesty is alleged to have occurred. Reports of academic dishonesty may also be made to the Director of Student Life and Success. Reports may be verbal, in writing or electronic.

2. **Jurisdiction to issue sanctions for academic dishonesty** -

a. **Faculty member** - Any faculty member may issue academic sanctions based on a finding of academic dishonesty. A faculty member may refer an allegation of academic dishonesty to the Director of Student Life and Success for consideration and process at any time for review in accordance with the Code of Student's Rights Responsibilities and Conduct.

Director of Student Life and Success - The Director of Student Life and Success may issue conduct sanctions in cases of serious or flagrant academic dishonesty or repeated acts of academic dishonesty. Conduct sanctions will be assessed in accordance with the procedures established in the Code of Student's Rights Responsibilities and Conduct.

3. **Faculty review of academic dishonesty** -

a. **Initial faculty contact with student** - No more than three (3) days after establishing a reasonable basis to believe that a student may have engaged in academic dishonesty, a faculty member must make a good faith effort to contact the student either orally or in writing to:

- i. Inform the student of the allegations.
- ii. Request a meeting with the student to review the allegations and offer an opportunity for the student to respond.
- iii. Inform the student that failure to attend a requested meeting with the faculty member could result in a decision in the student's absence.
- iv. Inform the student that the process for review of academic dishonesty can be found in the Code of Academic Integrity which is available on-line or in the Office of the Director of Student Life and Success.

After a reasonable period of time but no less than five (5) days after initially attempting to contact the student, the faculty member may review the allegation of academic dishonesty and impose academic sanctions in the absence of the student.

- b. **Meeting with the student** - No more than five (5) days after initially contacting a student, the faculty member will hold an informal conference with the student, either in person or by telephone, at which time the faculty member will review all information available to support the allegation of academic dishonesty and offer the student the opportunity to respond and provide any additional relevant information.

If the student fails to attend a scheduled meeting, the faculty member can make a determination in the student's absence.

If the faculty member requires additional information to reach a decision, the faculty member may continue the meeting to collect additional information.

- c. **Notice of the outcome of a meeting with a student** - A meeting between the student and the faculty member may result in any one of the following outcomes which will be confirmed in writing and provided to the student no more than five (5) days after the faculty member finishes the meeting with the student:
 - i. **No finding of academic dishonesty.** The notice will be retained by the faculty member and will not be submitted to the Director of Student Life and Success; or
 - ii. **Student accepts responsibility for academic dishonesty and agrees to the faculty member's proposed sanction** - The faculty member and student will develop a written agreement identifying the violation and the sanction. The agreement will be submitted to the Director of Student Life and Success; or,
 - iii. **Student accepts responsibility for academic dishonesty but disagrees with the faculty member's proposed sanction** -

- a) The faculty member and student will develop a written agreement identifying the violation.
 - b) The student will seek review of the proposed sanction by submitting a request for review and any supporting documentation to the faculty member's chair no later than three (3) days after receiving notice of the outcome of the meeting with the faculty member.
 - c) The faculty member's chair will review the student's request for review of sanctions and may consult with the faculty member to determine whether the proposed sanction is disproportionate to the admitted offense. Within five (5) days of receiving the student's request, the chair will approve, reject or modify the proposed sanction but in no event will the chair increase the proposed sanction. The chair will provide notice of the decision to the student and the faculty member. The decision of the chair will be final.
 - d) The written agreement between the student and the faculty member and the chair's decision will be submitted together to the Director of Student Life and Success; or
- iv. Student denies responsibility for academic dishonesty and the faculty member determines by the greater weight of the evidence that the student has engaged in academic dishonesty. The faculty member will consult with the Associate Provost for Academic Excellence to evaluate whether the academic dishonesty may be serious enough to warrant conduct sanctions under the Code of Student's Responsibilities, Rights and Conduct.**
- a) **Academic dishonesty not warranting conduct sanctions** - Written notice to the student will include:
 - a summary of findings related to academic dishonesty.
 - the academic misconduct sanction to be imposed.
 - information regarding the process for appeal to the chair.
 - A copy of the notice will be submitted to the Director of Student Life and Success.

b) **Academic dishonesty warranting conduct sanctions** - Written notice to the student will include:

- a summary of the findings related to academic dishonesty,

- the academic misconduct sanction to be imposed,

- a copy of the notice referring the matter to the Director of Student Life and Success for further consideration of the complaint in accordance with the Code of Student's Rights Responsibilities and Conduct which will be delivered after the date for appeal to the faculty member's chair has expired.

v. **Faculty member is unable to reach a conclusion regarding academic dishonesty.** Written notice to the student that a complaint has been referred to the Director of Student Life and Success for further investigation and review in accordance with the Code of Student's Rights Responsibilities and Conduct..

d. **Allegations involving multiple students** - If more than one student is involved in an allegation of academic dishonesty, a faculty member must convene separate meetings for each individual student. Personally identifiable information will not be shared with other students without the students' express written consent.

4. **Appeal of an Faculty Member's Academic Penalty to Department Chair.**

a. If a student disagrees with a faculty member's finding of academic dishonesty or with the academic sanction, the student may appeal to the chair of the faculty member's department within three (3) days of receiving the faculty member's written decision. In the case of notice issued under section VII(C)(3)(d)(ii) of the Code of Student's Rights Responsibilities and Conduct, no complaint will be referred to the Director of Student Life and Success until after the period of appeal has expired.

b. The student's written request for appeal must state:

i. Whether the student is appealing the finding of academic dishonesty or the academic sanction.

ii. The specific basis for the appeal.

iii. Any factual information to be considered on appeal.

c. On appeal the chair will review:

- i. All information submitted by the student.
 - ii. The written findings of the faculty member.
 - iii. Any information submitted by the faculty member if requested by chair.
- d. Within 10 days after receiving the request for appeal, the chair will issue a written decision.
- i. The chair may approve or reject the finding of academic dishonesty and/or approve, reject or modify the academic sanction.
 - ii. The decision of the chair will be final.
 - iii. If the chair rejects a faculty member's finding of academic dishonesty no complaint will be referred to the Director of Student Life and Success.
 - iv. If the chair approves the faculty member's finding of academic dishonesty, a copy of the chair's decision will be submitted to the Director of Student Life and Success along with the complaint if a complaint will be referred.

5. **Jurisdiction of the Director of Student Life and Success and Student Conduct Committee.**

- a. The Director of Student Life and Success will review complaints of academic dishonesty when:
 - i. A confirmed case academic dishonesty is referred as a complaint by a faculty member or chair to consider whether the academic dishonesty is sufficiently serious or flagrant to consider conduct sanctions.
 - ii. A complaint is referred by a faculty member who is unable to determine whether the student engaged in academic dishonesty in which case the Director will fully investigate the complaint and any will meet with the student to consider whether the student engaged in academic dishonesty and what misconduct sanctions may be appropriate.
 - iii. On the Director's own initiative when a student's academic disciplinary record evidences repeat violations of academic dishonesty.
- b. Upon receiving a complaint or initiating an investigation based on repeat violations, the Director of Student Life and Success will provide all process required for a student under the Code of Student's Rights, Responsibilities

and Conduct, Section XI, including notice and an opportunity to respond to the allegation of academic dishonesty.

- c. Except in situations where the allegation of academic dishonesty has not been conclusively determined by the faculty member, the Director of Student Life and Success will not consider whether the student has engaged in academic dishonesty, but will focus exclusively on whether the established violation was sufficiently serious or flagrant to warrant suspension or expulsion, or whether a student's disciplinary record reflects repeat acts of academic dishonesty which merit conduct sanctions.
6. If the Director assigns conduct sanctions based on a finding of academic dishonesty, the student will have all rights of review and process by the Student Conduct Committee as set forth in Section X(B) of the Code of Student's Rights Responsibilities and Conduct.
 7. If the Student Conduct Committee affirms a misconduct sanction based on a finding of academic dishonesty, the student will have all rights of review and process before the Associate Provost for Student Success as set forth in Section X(C) of the Code of Student's Rights Responsibilities and Conduct.

Miscellaneous.

1. Referral for misconduct violations. A student who engages in an alleged misconduct violation in addition to alleged academic dishonesty may be immediately referred to the Director of Student Life and Success for consideration of conduct sanctions under the Code of Student's Rights, Responsibilities and Conduct.
2. Grade penalties. Grade penalties will be effective when all appeal deadlines have expired or at the end of the semester, whichever occurs first. If appeal of an academic sanction extends beyond the semester of the allegation and the grade penalty is modified on appeal to the chair, the chair will notify the registrar to change the course grade. Academic sanctions assigned through this process are not subject to appeal through the UNTD appeal process.
3. Notices. All notices will either be delivered to a student's official UNTD email address or hand-delivered to the student.
4. No refunds of tuition of fees - Students who fail a course as an academic sanction are not be eligible for a refund of any tuition or fees for the failed course.
5. Continuation of coursework. Additionally, a student will not be permitted to withdraw from or drop a class without the faculty member's permission unless the final outcome of the process dictates that no academic penalty will be imposed.

6. Timelines. The timelines established in the Code of Academic Integrity are guidelines and failure to meet any specific time frame will not impact the jurisdiction of any faculty member, chair or other UNTD official to proceed.
7. Student responsibility to respond to requests and complete sanctions. Students are expected to respond to all notices and contacts by faculty members or any other UNTD official who is carrying out their responsibility under the Code of Academic Integrity. Failure to comply with a directive issued under the Code of Academic Integrity or to complete any sanctions imposed under the Code of Academic Integrity may result in discipline in accordance with section IX(B)(5) of the Code of Student's Responsibilities, Rights and Conduct.
8. Records. Documents that are created and maintained as part of the disciplinary process and the academic dishonesty process are subject to the protections of the Family Education Rights and Privacy Act, 20 U.S.C. § 1232g. Disciplinary records, including conduct and academic disciplinary records are maintained by the office of the Director of Student Life and Success in accordance with the university records retention policy.
9. Interpretation. Questions of interpretation or application of the Code of Academic Integrity will be referred to the Associate Provost for Student Success, or a designee, for final determination following consultation with the Office of General Counsel.
10. Revision. The Code of Academic Integrity will be reviewed every three (3) years under the direction of the Associate Provost for Student Success.

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