

Policies of the University of North Texas at Dallas	Chapter 07 Student Affairs, Education, and Funding
7.002 Code of Academic Integrity	

Policy Statement. The University of North Texas at Dallas (UNT) expects all students to exhibit a high level of personal responsibility, accountability and honesty in all academic endeavors. The value of the UNT degree depends upon the absolute integrity of the student work submitted to attain a UNT degree. Therefore, it is imperative that all students demonstrate a high standard of individual honor in their scholastic work.

Application of Policy. This policy applies to all undergraduate and graduate students.

Definitions.

1. **Academic Dishonesty Review Process.** “Academic Dishonesty Review Process” means the procedures set forth in this policy to address potential academic dishonesty.
2. **Academic Disciplinary History.** “Academic Disciplinary History” means the record of the student’s violations, including academic dishonesty, which is maintained in the Dean of Students’ Office.
3. **Academic Work.** “Academic work” means work submitted by a student for the purpose of receiving academic credit, including but not limited to: papers, reports, examinations, exercises, quizzes, performances, presentations, artwork, laboratory work and scientific experiments. The work to which this definition applies may be submitted in any form including written, oral, pictorial or electronic media.
4. **Academic Misconduct Sanction.** “Academic misconduct sanction” means the penalty assigned by the instructor(s) of record for the course to student(s) who have engaged in academic dishonesty while enrolled in the course.
5. **Conduct Sanction.** “Conduct sanction” means an official action assigned by the University for a violation of the Code. .
6. **Business Day.** “Business day” means Monday through Friday between 8 am and 5 pm when UNT is open for official business.
7. **Code of Student’s Rights, Responsibilities and Conduct.** The official university policy that sets out the rights and responsibilities of UNT Dallas students and student organizations, as defined by this policy, the manner in which students and student organizations are expected to conduct themselves at all times, and the procedures established to fairly address conduct that departs from these expectations.

Definitions of Academic Misconduct.

The examples of academic misconduct below are not intended to be an exhaustive list. There may be other instances that occur and found to be 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 previously graded or submitted 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.

Reporting academic dishonesty – All members of the university community are expected to report academic dishonesty to the faculty member assigned to the class in which the academic dishonesty is alleged to have occurred. Reports of academic dishonesty may also be made to the Dean of Students. Reports may be verbal, in writing or electronic.

Any student engaging in academic dishonesty in violation of the Code of Academic Integrity may be subject to one or more academic misconduct sanctions, as well as conduct sanctions. Also, some academic programs across campus may have ethical and professional guidelines that could result in additional consequences at a program level. Refer to School student handbooks for more information as appropriate.

Responsible Parties: Academic Misconduct Sanctions – designated Academic Affairs representatives; Conduct Sanctions – Dean of Students.

Procedures for Reviewing Academic Misconduct

- A. **Faculty Contact** - Faculty member contacts the student within 3 business days after establishing a reasonable basis to believe that a student may have engaged in academic dishonesty. The student must be contacted in writing, typically an email, making sure to include:
 - 1. The allegations
 - 2. The instructor of record requests a meeting with the student by providing a date and time to meet to review the allegations and an opportunity for the student to respond and provide any additional feedback.
 - 3. Inform the student that failure to schedule and attend a meeting with the faculty member could result in a decision in the student's absence
 - 4. Inform the student that the process for review of academic dishonesty can be found in the Code of Academic Integrity which is available online.
- B. **Faculty Review.** The student will have 5 business days to respond to the communication from the faculty member. After that time the faculty member may review the allegation of academic dishonesty and impose academic misconduct sanctions in the absence of the student.
- C. **Meeting with the Student** – Within 5 business days after initially contacting the student, the faculty member will hold a conference with the student 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 of student responsibility and academic misconduct sanction in the student's absence. In order to reach a decision, the faculty member may continue to collect additional information.

- D. **Potential Academic Sanctions** – Sanctions can range from a verbal or written warning, assignment of educational coursework not required of other students, partial or no credit on the assignment, adjustment of the final course grade, or another course-related sanction that the faculty member deems appropriate.
- E. **Dean Review-** If the faculty member wants to issue a course grade of F, or it is obvious by the grading system prescribed in the syllabus that the student would not be able to pass the course with the sanction imposed, the instructor should consult with the Dean of their School (or designated representative) in an attempt to norm the sanction before issuing such a sanction.
- F. **Notice of the Outcome of the Exploration of Allegations** –The faculty member will issue a written notice of the final finding (i.e., if the student was or was not responsible for an action of academic dishonesty) and the imposed academic misconduct sanction within 5 days of the earliest of the following: (1) the conclusion of the meeting between the faculty member and the student; (2) the conclusion of the initial 5 day period during which the student has failed to respond to faculty attempts to communicate on the matter; (3) the point at which the student fails to attend a scheduled meeting with the faculty member. The Academic Misconduct Violation Report must be completed and sent to the Dean of Students and the Dean of the School in which the student’s academic program resides within 5 business days of decision.
- G. **Appeal Faculty Findings and Sanction** – A student may submit an appeal to the Academic Appeals Committee within 10 business days after the faculty member provides written notice of the findings and sanction. The student will be required to provide a written statement stating the reasons for the appeal and provide any documentation to support the appeal. The faculty member will be required to submit the Academic Misconduct Violation Report and additional documentation supporting his/her findings. The Committee reserves the right to ask for in-person (or video conference meeting) with the student or faculty member as needed to make an informed decision.
- H. **Notice of the Outcome of the Appeal** – Within 45 calendar days after the appeal is submitted (to accommodate a monthly meeting schedule of the appeals committee), the Academic Appeals Committee will provide a written decision of the findings. The committee’s report will be sent to the Dean of Students within 5 business days of the decision.
- I. **Student Drop.** In the event that the student drops the course, a faculty member must still complete the Academic Misconduct Violation Report and forward to the Dean of Student Affairs to document that an academic dishonesty event occurred and the sanction that the student would have received.
- J. **Appeal to Provost** – Within 10 business days after the written notice of the findings and sanction, a student may appeal in writing to the Provost only on the grounds that the processes stated in this policy were not followed in the review and decision-making of the student’s case.

I. **Conduct Sanction for Academic Misconduct**

The Dean of Students maintains the Academic Disciplinary History. Students could be subject to one or more conduct sanctions for multiple accounts of academic dishonesty and other violations of student conduct as outlined in the Code of Student’s Rights, Responsibilities, and Conduct. Refer to the Code of Student’s Rights, Responsibilities, and Conduct for more information related to the policies and procedures.

References and Cross References.

UNTD Policy Manual 7.001 Code of Student's Rights, Responsibilities, and Conduct

Forms and Tools.

[Academic Misconduct Violation Report](#)

[Academic Misconduct Appeal Finding Report](#)

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