

# FACULTY GUIDELINES

to the  
UNC Charlotte Code of Student  
Academic Integrity

As a **faculty member** at UNC Charlotte, you have responsibilities to encourage and sustain the principles of student academic integrity. The UNC Charlotte Code of Student Academic Integrity (the Code) defines these responsibilities and provides advice on measures for preventing and discouraging violations of the Code. You should familiarize yourself with the provisions and procedures of the Code.

*These guidelines provide a brief summary of the Code and are intended to be used as a quick reference for UNC Charlotte faculty. Please refer to the full Code, available online at <http://www.legal.uncc.edu/policies/ps-105.html> for complete policies and procedures.*

## SUGGESTIONS FOR PREVENTING CODE VIOLATIONS

### Generally

- Outline your expectations at the beginning of the course, and consider special aspects of student conduct that are unique to your discipline.
- Refer students to the Code and this brochure, to encourage understanding of their responsibilities regarding academic integrity.

### Tests and Examinations

- Specify restrictions, if any, on using past exams for reference or study.
- Keep exams in a secure location, and destroy waste copies and their masters.
- Screen employees who have access to past exams, and do not allow student employees to handle exams.

- Proctor exams using trusted employees or non-student assistants. For large classes, more than one proctor should be present.
- During exams, establish a prearranged seating plan or a sign-in sheet; use several sets of questions or permute question numbers.
- Collect signature cards from students at the beginning of the semester and again during exams for comparison.

### Plagiarism

- Assign a distinct topic for each student.
- Use in-class discussions to choose topics.
- Assign frequent in-class writing exercises.
- Check online resources for commercial term papers, and keep copies of commercial term papers on file to ensure that such papers have not been copied or used. (*Refer students to the Appendix to the Code for helpful examples of plagiarism.*)

## PROCEDURES FOR HANDLING CODE VIOLATIONS

If you have evidence to suspect that your student may have violated the Code, the case may be handled through either **settlement** or a **hearing**, depending on the severity of the suspected violation and the student's prior offense record. To determine the appropriate procedure:

1. Decide whether you think the suspected violation can be remedied by giving the maximum penalty permitted under the settlement procedure--an "F" (undergraduate student) or "U" (graduate student) in the course:

**If so**, contact the Dean of Students to determine if the student is eligible for **settlement** (e.g., the student must have no prior academic integrity offenses).

**If not**, refer the case to the Chair of the Academic Integrity Board (AIB) to determine whether the case should be pursued before a **hearing** panel.

2. If the student is eligible for settlement, and you decide that the suspected violation is not serious enough

to warrant a penalty greater than an "F" or "U" in the course, proceed with a **settlement**.

3. If the student is not eligible for settlement, **OR** if the student refuses to sign the settlement, **OR** if you believe the suspected violation is serious enough to warrant a penalty greater than an "F" or "U" in the course, you **must** refer the case to the AIB Chair.

### Settlement Procedures

1. Meet with the student and present him/her with the allegation and evidence of the academic integrity violation.
2. Request an explanation from the student.
3. After hearing the explanation, if you determine that a violation has occurred, fill out and sign the approved settlement form, noting the penalty to be applied, and give the form to the student.
4. Allow the student at least seventy-two hours to consider and seek advice on whether to admit guilt and accept the penalty by signing that form.
5. If the student agrees to sign, he/she must do so your presence.
6. Impose penalty and deliver the settlement form to the Dean of Students, who keeps a record of first offenses for five years.
7. If the student decides not to admit guilt or not to accept the penalty, you **must** take the case to the Chairperson of the AIB, who will determine if a hearing is appropriate.

### AIB Hearing Procedures

If the case proceeds to an AIB hearing, you must present your case according to the procedures set forth in the Code.

## IMPORTANT REMINDER

Student disciplinary matters are confidential and should not be discussed with persons other than University officials directly involved in the case.

*(STUDENT GUIDELINES to the Code are available on the reverse side of this brochure.)*

# STUDENT GUIDELINES

to the  
UNC Charlotte Code of Student  
Academic Integrity

As a **student** at UNC Charlotte, you have certain rights and responsibilities under the UNC Charlotte Code of Student Academic Integrity (the Code). The Code defines these responsibilities and guarantees you certain rights that ensure your protection from improper accusations of academic integrity violations. You should familiarize yourself with the provisions and procedures of the Code.

*These guidelines provide a brief summary of the Code and are intended to be used as a quick reference for UNC Charlotte students. Please refer to the full Code, available online at <http://www.legal.uncc.edu/policies/ps-105.html> for complete policies and procedures.*

## RESPONSIBILITIES

To promote a positive academic environment that encourages excellence, leadership, honesty, and potential, you have an obligation to uphold the standards of academic integrity at UNC Charlotte. Your responsibilities include being aware of and not engaging in the following activities:

### Cheating

- Copying from another student's paper or course work.
- Receiving unauthorized assistance during an exam, test, or quiz.
- Using books, notes, or other materials or devices (such as calculators) when they are prohibited.
- Obtaining or viewing a copy of an exam, test, or quiz before it is given.

### Plagiarism

- Submitting the work of another as your own.
- Directly quoting from a source without proper citation.
- Paraphrasing or summarizing another's work without acknowledging the source.
- Using facts, figures, graphs, charts, or information without acknowledging the source.
- Purchasing and/or copying commercial term papers or other course work and submitting it as your own. (*See the Appendix to the Code for helpful examples of plagiarism.*)

### Fabrication or Falsification

- Altering, inventing, or counterfeiting information.
- Counterfeiting a record of internship or practicum experience.
- Falsely citing a source of information.
- Altering grade reports or other academic records.
- Submitting a fraudulent excuse for missing a class or other academic exercise.

### Multiple Submissions

- Submitting the same academic work more than once for credit in one or more courses.
- Making minor revisions in credited papers, reports, or presentations (including oral presentations), and submitting them as new work.

### Abuse of Academic Materials

- Destroying, stealing, or making inaccessible any academic resource material.
- Destroying or damaging computer programs or files needed by others for academic work.

### Complicity in Academic Dishonesty

- Helping or attempting to help another person commit an act of academic dishonesty.

*Note: Transient students (students from other universities enrolled in UNC Charlotte courses) are bound by the rules, and responsibilities of the Code. If a transient student is convicted of violating the Code, UNC Charlotte may notify his/her permanent university.*

## RIGHTS

If a faculty member accuses you of an academic integrity violation, the Code guarantees you certain rights:

- To require that the University handle alleged violations according to the procedures set forth in the Code.
- To refuse any faculty-imposed punishment not provided in the Code.
- To seek advice and receive help from the Dean of Students, the Student Defense Counsel, or the Chair of the Academic Integrity Board (AIB).
- To consider a settlement offer for at least 72 hours.
- To appeal an AIB ruling within three days of the hearing. (Appeal procedures are outlined in Section V.D of the Code.)

## PROCEDURES

You are protected from improper accusations of academic integrity violations by the following procedures:

- A faculty member must follow the procedures provided in the Code (see reverse of this brochure) to accuse you of a Code violation.
- For first-time offenses of a less serious nature, the Code provides a settlement procedure (see Section V.A of the Code).
- For more serious violations, **OR** if you refuse to sign a settlement offer, **OR** if you have a prior academic integrity offense, the case **must** be referred to the Chair of the AIB, who will determine if a hearing before the AIB is appropriate.
- The Code provides detailed procedures for AIB hearings and appeals.

*(FACULTY GUIDELINES to the Code are available on the reverse side of this brochure.)*