



KNOW THE CODE OF STUDENT ACADEMIC INTEGRITY

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Overview

- Policies
- Process
 - Student Rights
 - Instructor Rights
 - Resolution options
- Sanctions
- Potential Impact
- “What if...?”



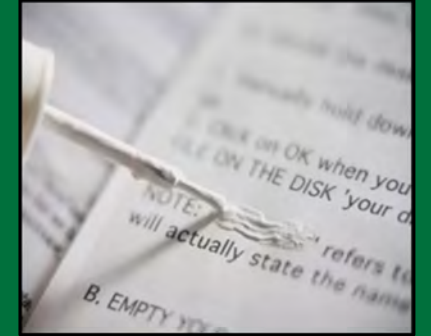
CODE OF STUDENT ACADEMIC INTEGRITY



Cheating



Fabrication



Falsification



Plagiarism



Misuse of Academic
Materials



Multiple
Submission



Unauthorized
Collaboration



Research
Misconduct



CHEATING

Using or attempting to use materials, or giving assistance or materials without Authorization to another in any academic exercise that could result in gaining or helping another to gain academic advantage.

“Authorization” means approval of an action, conduct, or activity provided by the Faculty Member responsible for the evaluation of the Student's academic work or as otherwise required in the Code.

Examples include, but are not limited to:

- copying from another student's paper or receiving unauthorized assistance during a quiz, test or examination
- using books, notes or other devices (e.g., calculators) when these are not authorized
- procuring without authorization tests or examinations before the scheduled exercise (including discussion of the substance of examinations and tests when it is expected these will not be discussed)
- copying reports, laboratory work, computer programs or files and the like from other students
- collaborating on laboratory or computer work without Authorization and without indication of the nature and extent of the collaboration
- using the handheld device of another student to submit electronic answers to a quiz or test
- sending or soliciting a substitute to take an examination or to do work that one represents or plans to represent as one's own
- allowing another student to submit one's academic work as his/her/their own work
- allowing another to copy from one's paper during an examination or test
- distributing test questions or substantive information about the material to be tested before the scheduled exercise
- taking an examination or test for another student, or signing a false name on an academic exercise.

* **Complicity was consolidated into Cheating & Unauthorized Collaboration. It is no longer a stand alone policy.**

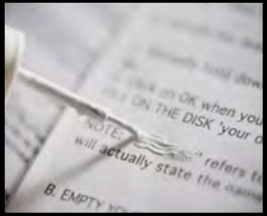


FABRICATION

Providing fabricated information, including inventing or counterfeiting information, in any form in an academic exercise.

Examples include, but are not limited to:

- inventing or counterfeiting data, research results, information or procedures
- inventing data or fabricating research procedures to make it appear that the results of one process are actually the results of several processes
- counterfeiting a record of internship or practicum experiences



FALSIFICATION

Altering without Authorization any data or information, regardless of communication method (e.g., e-mail or other electronic communication), in an academic exercise.

Examples include, but are not limited to:

- altering the record of data or experimental procedures or results
- false citation of the source of information (e.g., reproducing a quotation from a book review while indicating that the quotation was obtained from the book itself)
- altering the record of or reporting false information about practicum or clinical experiences
- altering grade reports or other academic records
- submitting a false excuse for absence or tardiness in a scheduled academic exercise
- altering a returned examination paper and seeking regrading



PLAGIARISM

Presenting the words or ideas of another as one's own words or ideas, including failing to properly acknowledge a source, unless the ideas or information are common knowledge. Plagiarism includes self-plagiarism, which is the use of one's own previous work in another context without indicating that it was used previously.

Examples include, but are not limited to:

- submitting as one's own work of a "ghost writer" or commercial writing service
- directly quoting from a source without citation
- paraphrasing or summarizing another's work without acknowledging the source
- using facts, figures, graphs, charts or information without acknowledgement of the source
- stealing, destroying, or altering any student academic work used to complete, in part or in whole, assignments in university courses, programs, or sponsored activities
 - Plagiarism may occur orally and in writing
 - It may involve computer programs and files, research designs, distinctive figures of speech, ideas and images, or generally any "information" which belongs to another



MISUSE OF ACADEMIC MATERIALS

Sharing, distributing, altering, acquiring, damaging, or making inaccessible academic materials without Authorization, that could result in gaining or helping another to gain an academic advantage.

Examples include, but are not limited to:

- uploading or downloading course materials without Authorization to/from websites including but not limited to Chegg, Quizlet, or Course Hero
- stealing or destroying library or reference materials needed for common academic exercises
- hiding resource materials so others may not use them
- destroying computer programs or files needed in academic work
- stealing or intentionally destroying another student's notes or laboratory experiments
- receiving assistance in locating or using sources of information in an assignment where such assistance has been forbidden by the instructor.
 - **NOTE:** The offense of misuse of academic materials shall be dealt with under this Code only when the abuse violates standards of integrity in academic matters, usually in a course or experience for which academic credit is awarded.



UNAUTHORIZED COLLABORATION

Sharing the work or effort in an academic exercise with another Student or Students without Authorization.

Examples include, but are not limited to:

- working together on graded coursework without permission of the instructor
- working with another student on an academic exercise beyond the limits set by the instructor
- providing or obtaining unauthorized assistance on a graded academic exercise
- collaborating on academic work knowing that the collaboration will not be reported
 - **NOTE:** Collaboration and sharing information are characteristics of academic communities. These become violations when they involve dishonesty. Instructors should make expectations about collaborations clear to students. Students should seek clarification when in doubt.

In cases involving group work, responsibility for insuring that academic integrity standards are followed is shared by all members of the group. In cases where an individual student is able to demonstrate that he/she neither knew of nor participated in the academic dishonesty, that individual student is not responsible for academic misconduct.



MULTIPLE SUBMISSION

Submitting academic work or substantial portions of the same academic work (including oral reports) in more than one academic exercise without Authorization.

Examples include, but are not limited to:

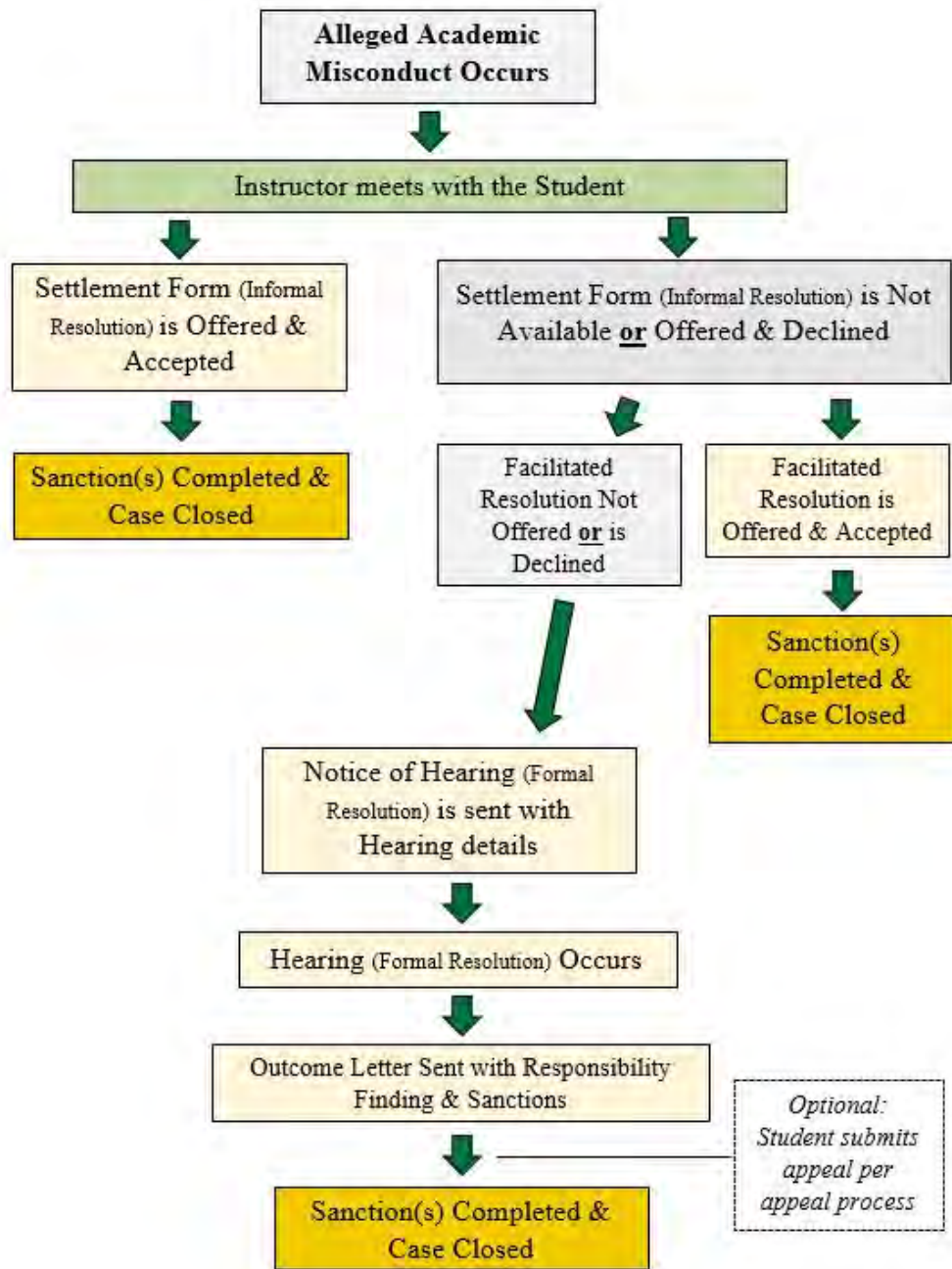
- submitting the same paper for credit in two courses without instructor permission
- making minor revisions in a credited paper or report (including oral presentations) and submitting it again as if it were new work
 - Different aspects of the same work may receive separate credit; e.g., a report in History may receive credit for its content in a History course and for the quality of presentation in a Speech course



RESEARCH MISCONDUCT

Academic work that is submitted in a grant application or for publication, or in the case of a thesis or dissertation, submitted to ProQuest, falls under the jurisdiction of the [Research Misconduct process](#). Prior to initiating an Academic Misconduct case in which research integrity might be implicated, the Research Integrity Officer and the Chair of the AIB should discuss the case and make a mutual determination about the appropriate process to be applied.

See [University Policy 309, Responding to Allegations of Misconduct in Research and Scholarship](#).



THE PROCESS

Informal Resolution
(Settlement)



Facilitated Resolution



Formal Resolution
(Hearing)

STUDENT'S RIGHTS

Review Evidence

3 days to review
Informal & Facilitated
Resolution, and either
accept or decline it

Request a Formal
Resolution (Hearing)

Advisor(s) Present

Bring Witness(es)

Appeal Decision of
Board

INSTRUCTOR'S RIGHTS

Review Evidence

3 days to review
Informal & Facilitated
Resolution, and either
accept or decline it

Request a Formal
Resolution (Hearing)

Advisor(s) Present

Bring Witness(es)

Informed of final
decision of the AIB
Hearing

INFORMAL RESOLUTION (SETTLEMENT)

Can be offered if the student has
no prior academic misconduct.

If the allegation is a severe first offense, second or subsequent offense, the student declines an offered resolution, or a more severe penalty is deemed appropriate, a Facilitated Resolution or Formal Resolution (AIB hearing) may be necessary.

[Print](#)
[Clear Form](#)

University of North Carolina at Charlotte
Informal Resolution of Academic Integrity Violation
Course related and Non-Course related Academic Misconduct

Instructions
These instructions are to be used in conjunction with the UNC Charlotte Code of Student Academic Integrity. They are not a substitute for the Code and should not be used as such. The full text of the Code can be found at <http://total.unc Charlotte.edu/policies/407>. The official version of this form, found at scai.unc Charlotte.edu, must be used and will not be valid if it is edited to suit individual instructor or department needs.

Instructors may use the Informal Resolution procedure for a first time violation to address the offense(s). To determine if this is the student's first violation, please contact Student Conduct & Academic Integrity (704-687-0336). When considering an Informal Resolution, the instructor should know:

- The most severe sanction that can be given to the student is an "F" in the course for an undergraduate student and a "U" in the course for a graduate student.

NOTE TO STUDENTS: Accepting a failing grade for the course may have additional academic or financial consequences, as indicated in the undergraduate catalogs, graduate catalog, scholarship information, etc.

- If it is (a) a severe first offense, (b) a second or subsequent offense, (c) the student declines an offered resolution, or (d) if a more severe penalty is appropriate, the instructor must complete the [Academic Integrity Charge Form](#).

STEP 1: Meet with the student(s) in person and present the evidence:
Share all relevant materials/information with the student at this time. After the meeting, the student has up to business days in which to consider whether to accept an Informal Resolution and/or discuss any questions or concerns with Student Conduct & Academic Integrity staff or the Academic Integrity Board (AIB) Chair (ia-ab@unc Charlotte.edu).

- Encourage the student to consider the matter carefully and to seek any assistance or advice so they make an informed, deliberate decision.
- If the student requests time to do this, the instructor should schedule another appointment with the student, allowing the student time to have all questions answered.
- Remind the student that once they have received notice that they are charged with an academic misconduct offense, a grade for the course will still be issued, even if the student withdraws from the course.

STEP 2: Complete the following information:

Student Name: _____ SID#: _____ Incident Date: _____
Instructor Name: _____ Dept: _____
If course related, please indicate: Course: _____ Section #: _____ Semester & Year: _____
If non-course related, please describe program or academic activity: _____

Indicate Type of Violation (To determine the appropriate violation, see Chapter 6 of the Code of Student Academic Integrity):

<input type="checkbox"/> Cheating	<input type="checkbox"/> Multiple Submission
<input type="checkbox"/> Fabrication	<input type="checkbox"/> Plagiarism
<input type="checkbox"/> Falsification	<input type="checkbox"/> Unauthorized Collaboration
<input type="checkbox"/> Misuse of Academic Materials	

STEP 3: Provide a summary of the incident, including copies of all relevant materials. If submitting the completed form electronically, a space is provided for your written summary and to upload relevant materials. Otherwise, please attach a written summary and materials to this form.

STEP 4: Instructor's Recommended Sanction
To consult on the recommended sanction, please contact Student Conduct & Academic Integrity.

<input type="checkbox"/> Written Warning
<input type="checkbox"/> Reassignment of Academic Exercise (with or without grade penalty). If grade penalty, please list penalty: _____
<input type="checkbox"/> Reduction in grade on the assignment, examination, or academic exercise. Reduce grade to: _____
<input type="checkbox"/> Reduction in grade for the course. Reduce course grade to: _____
<input type="checkbox"/> Fail/Undergraduate Status: No credit for the course, resulting in an "F" as the final grade. Please note that a grade received due to an academic dishonesty violation may not be replaced if the course is repeated. This provision is not subject to appeal or academic petition.

For Graduate Students: No credit for the course, resulting in a "U" as the final grade. Please note that a grade received due to an academic dishonesty violation may not be replaced if the course is repeated. This provision is not subject to appeal or academic petition.

Educational sanctions, including but not limited to:

<input type="checkbox"/> Writing Resource Center Referral - Designed for students found responsible for plagiarism, specifically struggling with paraphrasing.
<input type="checkbox"/> EchoStar Workshop with Adams Library - Designed for students found responsible for plagiarism, specifically struggling with citations.
<input type="checkbox"/> Personal Academic Consultations (PACs) with UCAC - Designed to help students develop time management and communication skills, study habits, and other relevant academic skill building topics.
<input type="checkbox"/> Meeting with Staff in Student Conduct & Academic Integrity - Designed for students who have engaged in intentional cheating behavior.

Other, please describe: _____
* Please note, sanctions prohibiting students from enrolling in future course work with a specific person or department is not permitted.

STEP 5: Resolution
FOR THE INSTRUCTOR: Submit the completed, signed form within business days of the student signing the form. You can submit the form electronically [here](#). If you prefer to submit the physical form, it can be hand delivered or sent via campus mail to the Dean of Students Office suite, King 217. If the student declines the resolution, the instructor must complete the [Academic Integrity Charge Form](#) within business days of receiving the declined form.
*If an extension on the above deadline(s) is needed, please contact the Chair of the Academic Integrity Board (ia-ab@unc Charlotte.edu) or Student Conduct & Academic Integrity (704-687-0336).

FOR THE STUDENT: Do not sign this form if you are unclear of the consequences. Please select one of the options below. You have three business days to consider your options. Forms must be signed in the presence of the instructor or their designee. Contact Student Conduct & Academic Integrity for more information.

OPTION 1: I ACCEPT THE INFORMAL RESOLUTION AND RECOMMENDED SANCTION(S).
By initialing **EACH** statement and by my signature below, I hereby agree to the terms of this statement.

_____ I voluntarily admit I am responsible for the violation(s) with which I am charged, and I accept the sanction(s) the instructor has recommended.
_____ I waive my right a Formal Resolution and my right to appeal the outcome.
_____ I understand that if this is my first case, and I am accused of academic dishonesty in the future, I will be referred to a Facilitated or Formal Resolution.
_____ I understand that this resolution cannot be revoked once I have signed it.
_____ I understand that accepting a failing grade for the course (if applicable) may have additional academic or financial consequences, as indicated in the undergraduate catalog, graduate catalog, scholarship information, etc.
_____ I understand that any penalty in grading imposed due to an admitted academic integrity violation will not be replaced if the course is repeated.
_____ I understand Student Conduct & Academic Integrity, will keep this form on record for a minimum of eight (8) year as an internal University record, and it will not be disclosed to third parties as part of my conduct record.

Student's Signature: _____ Date: _____
Instructor/Designee Signature: _____ Date: _____

OPTION 2: I DECLINE THE OFFERED INFORMAL RESOLUTION.
By initialing **ONE** of the statements and by my signature below, I hereby agree to have the matter referred to a Facilitated or Formal Resolution because:

_____ I decline to accept responsibility for the alleged violation(s), or
_____ I decline to accept the instructor's recommended sanction(s).

Student's Signature: _____ Date: _____
Instructor/Designee Signature: _____ Date: _____

To submit the completed form electronically, click [here](#).
The official version of this form found at scai.unc Charlotte.edu must be used and will not be valid if it is edited to suit individual instructor or department needs.

[Print](#)
To save form, select "Adobe PDF" or "Save as PDF" in the printer

Process:

- **STEP 1: Contact Student Conduct & Academic Integrity to determine if student has a prior academic misconduct**
 - Please call from University phone number or email from University email account.
- **STEP 2: Meet with the student to discuss the violation(s)**
- **STEP 3: Complete the Informal Resolution Form**
 - Student has three (3) business days to consider the resolution.
 - If the student declines or doesn't turn in the paperwork, we will move forward with a Facilitated or Formal Resolution.
- **STEP 4: Turn in the completed form to Student Conduct & Academic Integrity**
 - Can be turned in electronically, hand delivered, or sent via campus mail.
 - Electronic submissions are the easiest and fastest for us to process.
 - [Submission Form](#)
 - A record will be maintained for eight (8) years as an ***internal document***.

Informal Resolution Form and instructions can be found at
scai.unc Charlotte.edu

New
This Year!

Facilitated Resolution

WHAT IS IT?

- Opportunity to resolve second and subsequent offenses without automatically going to a hearing.
- Can also be used if instructor and student cannot reach an Informal Resolution (e.g. student doesn't respond to requests from instructor to meet about Settlement or they don't turn in the paperwork).
- A staff member in Student Conduct & Academic Integrity will be assigned the case and work with both the faculty and accused student(s) to find a resolution.

IMPORTANT DETAILS

- Has the same sanctioning power as a Formal Resolution (Hearing).
 - Expect for expulsion and revocation of degree; those are available only with a Formal Resolution.
- Instructor recommends sanctions; still retains grade authority.
- Both student and instructor has time to review the outcome and either accept or decline it.
 - If either party declines, the case is referred to a Formal Resolution (hearing).
- Outcome can be reported externally.

FACILITATED RESOLUTION

More information and instructions can be
found at scai.uncc.edu

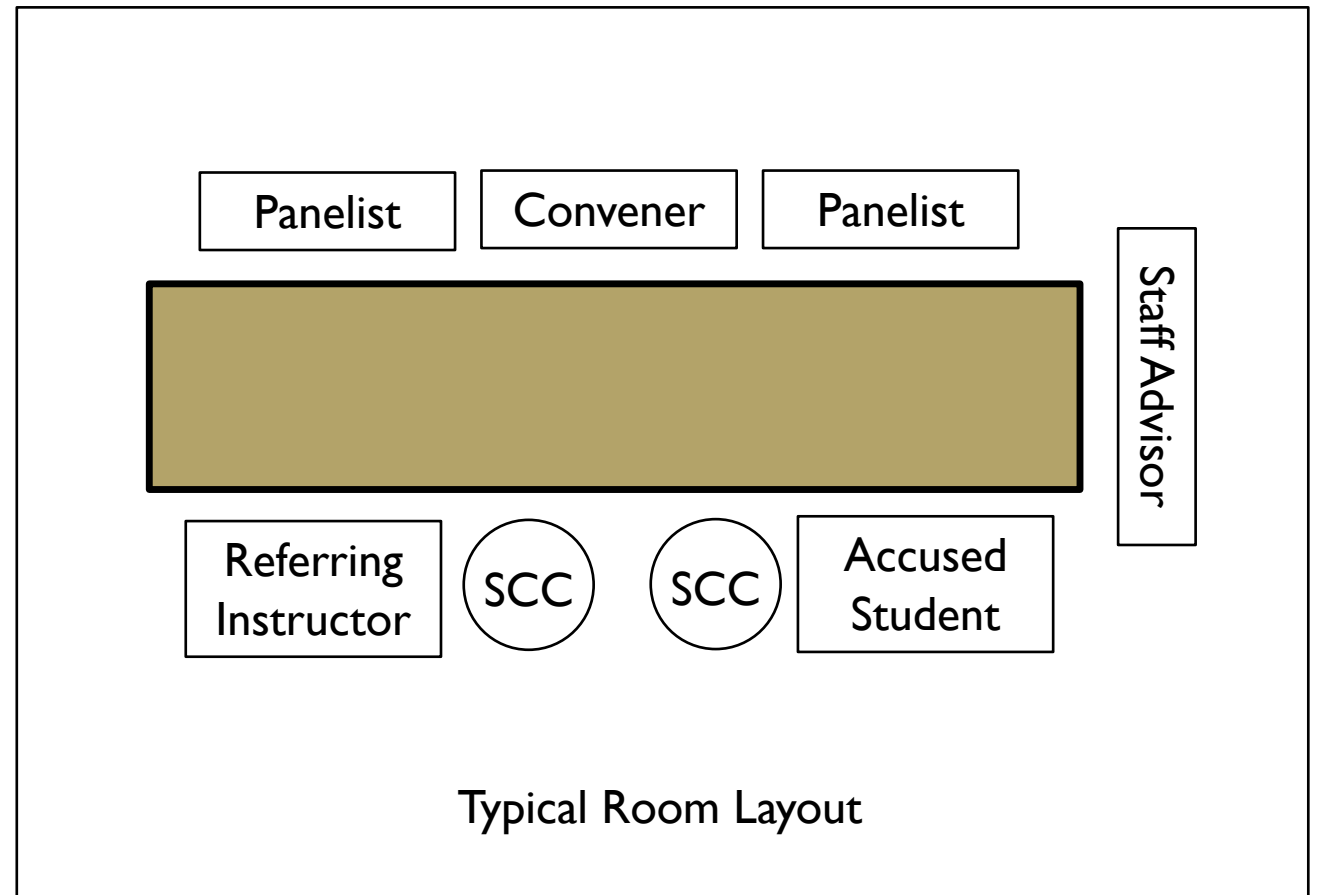
Process:

- **STEP 1: Assign the student an incomplete for the course**
 - This prevents them from withdrawing from the course. If the student withdraws before you can give them an incomplete, let us know and we will re-enroll them in the course.
- **STEP 2: Complete the charge form**
 - [Academic Integrity Charge Form](#)
 - At a minimum, we need a copy of the syllabus and the assignment/test/documents with the section in question highlighted
- **STEP 3: Check your University email for correspondence from Student Conduct & Academic Integrity**
- **STEP 4: Meet with a Staff Member from Student Conduct & Academic Integrity**
 - Both sides will have an opportunity to share information regarding the alleged violation(s)
 - This may take several conversations. Not all meetings need to be in person.
 - Both sides will have an opportunity to take three (3) business days to consider the resolution
- **STEP 5: Return your signed facilitated resolution form to Student Conduct & Academic Integrity**
 - Both instructor and student will sign off on the form.
 - If either party declines the resolution, the case will be referred to a Formal Resolution (Hearing)

Academic Integrity Board (AIB) Hearing

IMPORTANT DETAILS

- Made up of trained faculty and student panelist
 - Two faculty members and one student
- Staff Advisor
- Optional: Student Conduct Counselors (SCC)
 - Trained on the process; available to offer procedural advice & help you understand what to expect



FORMAL RESOLUTION (HEARING)

More information and instructions can be
found at scai.uncc.edu

Process:

- **STEP 1: Assign the student an incomplete for the course**
 - This prevents them from withdrawing from the course. If the student withdraws before you can give them an incomplete, let us know and we will re-enroll them in the course.
- **STEP 2: Complete the charge form**
 - [Academic Integrity Charge Form](#)
 - At a minimum, we need a copy of the syllabus and the assignment/test/documents with the section in question highlighted
- **STEP 3: Check your University email for correspondence from Student Conduct & Academic Integrity**
- **STEP 4: Attend the Hearing**
 - Both sides will have an opportunity to share information regarding the alleged violation(s)
- **STEP 5: Check your University email for the official Outcome Letter**
 - Student has appeal rights that are explained in the outcome letter.
 - If the student doesn't appeal, the decision rendered by the panel is final
 - If the student appeals, Provost will review the case. Once the review is complete, an outcome letter is sent outlining the Provost's decision and gives instructions on assigning the final grade.

SANCTIONS

Informal Resolution

- Written Warning
- Resubmission of Academic Exercise
- Reduced Academic Exercise Grade
- Reduced Course Grade

Facilitated & Formal Resolutions

- Written Warning
- Resubmission of Academic Exercise
- Reduced Academic Exercise Grade
- Reduced Course Grade
- No Credit for Course with X Designation on Transcript
- Suspension
- Expulsion*
- Degree Revocation*

**Not available for Facilitated Resolutions.*

Educational Opportunities

- Writing Resource Center
- Atkins Library
- University Center for Academic Excellence (UCAE)
- Meeting with SCAI Staff

POTENTIAL IMPACTS



Overall Grade for the Course

*Can impact Visa status for international students

GPA/Financial Aid & Scholarships



External Reportability

Academic Major/Program Requirements



WHAT IF...

- **...I don't report a violation?**

- Answer: We will not be able to enforce the Code if we don't know about the behavior. This could lead to the student violating policy multiple times before they are held accountable. Moreover, failing to report a suspected violation may affect your employment performance review.

- **...I can't get in contact with the student or they are avoiding me?**

- Answer: For Informal Resolutions (Settlements) we ask that you make a reasonable and prompt attempt to contact the student(s) to discuss the violation(s). We ask that you send the student an email and give them a couple of days to respond. If they fail to respond, please send a second email and give them a couple more days to respond. If they do not respond to your attempts within one week, please contact SCAI to discuss your options.

- **...I miss a deadline?**

- Answer: If you miss a deadline, please call SCAI to discuss your options. If too much time has passed between when the violation occurred and when it is reported, we may not be able to pursue conduct charges.
 - If you miss the deadline to turn in a Facilitated Resolution, SCAI may refer the case on to a Formal Resolution (Hearing).

WHAT IF...

- **...I don't turn in the paperwork right away?**

- Answer: Students are allowed only one Informal Resolution (Settlement) during their enrollment at UNC Charlotte. SCAI uses the date we receive the first Informal Resolution paperwork as the date the student loses eligibility for future Informal Resolutions.
 - In some cases, multiple instructors inquire about the same student during the same semester. If you do not file the paperwork and another faculty member turns in an Informal Resolution, your Informal Resolution will no longer be valid, and you will need to pursue a Facilitated Resolution or Formal Resolution instead.
 - Depending on the length of time that has passed since the violation occurred, we may no longer be able to pursue the charges.

- **...I don't follow the process?**

- Answer: Our process is designed to protect both the student's and instructor's rights. Working outside of the process to hold a student accountable is extremely problematic. If you choose to do this, the University may not be able to support your decision(s) or address the student's conduct at all, and your failure to follow the process may affect your employment performance review. In addition, it could provide a valid basis for the student's appeal.

- **...I'm unable to attend the hearing?**

- Answer: We do our best to schedule hearings for a time that both the student and referring party are available. If there is an emergency that will keep you from the hearing, please notify SCAI immediately. If an instructor does not show up (and does not notify us of a conflict/emergency), the hearing will continue and the panel will make a determination on the charges based on what was provided as evidence.

Contact Information



scai.uncc.edu



704-687-0336



unccharlottescai@uncc.edu



King 217



[@UNCCCharlotteSCAI](#)



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