

## Procedures for Responding to Violations of Academic Integrity

(Reference: Manual of Policies and Procedures for Student Conduct: Section 8-300)

**Purpose:** To establish guidelines for faculty response to suspected student misconduct and violations.

**Policy:** Within seven (7) calendar days of discovery, the Dean or faculty member will initiate investigative proceedings once they learn of or suspect academic dishonesty.

### **Definitions:**

UT Tyler Honor Code: I embrace honor and integrity. Therefore, I choose not to lie, cheat, or steal, nor to accept the actions of those who do.

"Academic Dishonesty" includes, but is not limited to: cheating, plagiarism, collusion, the submission for credit of any work or materials that are attributable (in whole or in part) to another person without giving sufficient credit, taking an examination for another person, falsifying academic records, and any act designed to take unfair academic advantage by the student (such as, but not limited to: submission of essentially the same written assignment for two courses without the prior permission of the instructor, providing false or misleading information in an effort to receive a postponement or an extension on a test, quiz, or assignment), or the attempt to commit such acts.

"Cheating" includes, but is not limited to:

- a. copying from another student's test paper or assignment;
- b. failing to comply with instructions given by the person administering a test;
- c. possession and/or use of materials during a test which are not authorized by the person giving the test, such as class notes, calculators, electronic devices, books, or specifically designed "crib notes." The presence of textbooks constitutes a violation only if they have been specifically prohibited by the person administering the test;
- d. using, buying, stealing, transporting, or soliciting, in whole or part, the contents of an unadministered test, test key, homework solution, or computer program, or using a test that has been administered in prior classes or semesters, but which will be used again either in whole or in part, without permission of the instructor; or accessing a test bank without instructor permission;
- e. discussing the contents of an examination with another student who will take the examination later;
- f. divulging the contents of an examination for the purpose of preserving questions for use by another, when the instructor has designated the examination is not to be removed from the examination room, returned to the student nor kept by the student. This includes distributing materials electronically to online resources;
- g. substituting oneself for another person, or permitting another person to substitute for oneself, to take a course, a test, or any course-related assignment,
- h. paying or offering money or other valuables to, or coercing another person to obtain an un-administered test, test key, homework solution, or computer program, or information about an un-administered test, test key, homework solution, or computer program;

These procedures provide operational guidance for SCRH faculty. They do not supersede UT-Tyler Policies and Procedures.

- i. falsifying research data, laboratory reports, and/or other academic work offered for credit;
- j. taking, keeping, misplacing, or damaging the property of the university, or of another, if the student knows, or reasonably should know, that an unfair academic advantage would be gained by such conduct;
- k. misrepresenting facts for academic advantage to the University or an agent of the University, including providing false grades or résumés, providing false or misleading information in an effort to receive a postponement or an extension on a test, quiz, or other assignment for the purpose of obtaining an academic or financial benefit for oneself or another individual; and providing false or misleading information in an effort to injure another student academically or financially; or
- l. engaging in written, oral, or any other means of communication with another student during a test, or giving aid to or seeking aid from another person during a test or on another assignment where doing so is prohibited by the instructor.

"Plagiarism" is the appropriation of material that is attributable, in whole or in part, to another source without any indication of the original source, including words, ideas, illustrations, structure, computer code, and other expression or media, and presenting that material as one's own academic work being offered for credit or in conjunction with a program course or degree requirement(s).

"Collusion" includes, but is not limited to, the unauthorized collaboration with another person in preparing academic assignments offered for credit or collaboration with another person to commit a violation of any section of any provision of the rules on academic dishonesty, including disclosing and/or distributing the contents of an exam.

"Falsifying academic records" includes, but is not limited to: altering or assisting in the altering of any official record of the university or UT System, the submission of false information or the omission of requested information that is required for or related to any academic record of the university or the UT System. Academic records include, but are not limited to applications for admission, the awarding of a degree, grade reports, test papers, registration materials, grade change forms, and reporting forms used by the Office of the Registrar. A former student who engages in such conduct is subject to a bar against readmission, revocation of a degree, and withdrawal of a diploma.

### **Procedures**

When a faculty member suspects a student has violated university policy concerning academic dishonesty, the faculty member has two options:

(1) meet with the student(s) involved to discuss the alleged violation and the evidence supporting the charge

OR

(2) refer the case directly to the Office of Student Conduct and Intervention

These procedures provide operational guidance for SCRH faculty. They do not supersede UT-Tyler Policies and Procedures.

In all instances, the faculty member shall submit a written notice of the alleged incident to the Office of Student Conduct and Intervention (OSCI) by completing and submitting the Faculty Scholastic Dishonesty Report Form, within seven (7) days of discovery.

The Office of Student Conduct and Intervention is required to:

- Inform faculty if students have had previous instances of academic misconduct.
- Ensure academic misconduct records stay current.
- Emphasize the importance of academic integrity and encourage students to embrace the honor code and understand the value of their degree.
- Notify the student(s) of the hearing and appeal process, relieving faculty members of liability.

**Option 1: The faculty member meets with the student(s) involved to discuss the alleged violation and the evidence supporting the charge, and determines the penalty imposed.**

If the faculty member contacts the student via email to schedule a meeting to discuss the alleged academic dishonesty, the following email template is recommended:

“Dear Student Name:

I am writing to inform you that I have indication you may have committed the academic offence of [plagiarism/cheating] on [assignment]. Under the University’s Academic Integrity Policy, the instructor’s role is to meet with the student and investigate the incident in question.

I am therefore, inviting you to meet with me at my office/Teams/Zoom to discuss this matter. I am available on [give several dates/times]. Please let me know which of these times you would best suits your schedule, to further discuss this matter.

Sincerely,

Faculty/Instructor Name and Signature”

If the student agrees to a meeting, the faculty meets with the student to discuss the incident. If the student does not contest the charges, the faculty member may assess an academic penalty.

Academic penalties allowed include the following:

- I. Written warning that further scholastic violations may result in a more severe penalty, up to and including expulsion from the program/university.
- II. No credit or reduced credit for the paper, assignment, or test in question.
- III. Retaking of examination or resubmission of assignment.
- IV. Failing grade or reduced final grade for the course.
- V. Withdrawal from the class, with the option to take class with a different instructor if available, or to retake the course with the same instructor during a different semester.

These procedures provide operational guidance for SCRH faculty. They do not supersede UT-Tyler Policies and Procedures.

After meeting with the student and implementing a penalty, the faculty member will complete a Faculty Scholastic Dishonesty Report form. This form ensures and notifies the students of their rights to appeal the penalty or proceed to a full hearing.

If a student contests the charges, the faculty member refers the incident to the Office of Student Conduct and Intervention (OSCI) for further action. Faculty may refer the case to the OSCI at any point if they feel a third-party review or further guidance is necessary.

The appeal process typically proceeds like this:

- The student notifies the Director of Student Conduct (DSC) of his or her intent to file an appeal. The student must submit the appeal within 14 days of being notified of the outcome of his or her case.
- The DSC gives the student a form with information on how to write an appeal.
- The student submits the appeal to the DSC. The student may request a meeting to review the appeal with the DSC prior to submitting it. The student must turn the appeal in within 14 days of being notified of the outcome of his or her case.
- The DSC prepares an appeals packet, consisting of a copy of the student's appeal and a written explanation of the DSC's decision and sanction in the case.
- The DSC turns the appeals packet into the Vice President of Student Success. The Vice President has 30 days to notify the student and the DSC of the outcome of the appeal.

#### **Faculty members may refer the case to the Conduct Committee.**

The Faculty Conduct Committee is a recommendation for best practices that will be formed at the discretion of the department chair or dean. This is a committee of faculty volunteers who convene to assist, advise, and provide guidance to faculty addressing alleged cases of student misconduct. This option is open to faculty in the penalty decision-making process if a student does not contest the charge, but the faculty member requests guidance in determining the penalty.

The committee will evaluate the case and then discuss academic consequences.

#### **Option 2: Faculty member refers the case to the Office of Student Conduct and Intervention (OSCI).**

If the faculty member chooses to immediately refer the case to the OSCI, the faculty member completes the Faculty Scholastic Dishonesty Report Form, to directly refer the case to the Office of Student Conduct and Intervention.

After a formal investigation and hearings are complete, a formal report will be sent to the student, faculty member, Department Chair and Dean by the office of Student Conduct and Intervention.

These procedures provide operational guidance for SCRH faculty. They do not supersede UT-Tyler Policies and Procedures.