

Academic Integrity at the University of California, Riverside

**Approved by Educational Policy on 15 June 2005
after consultation with the Graduate Council**

Policy

University Of California *Policies Applying to Campus Activities, Organizations, and Students*, section 100.00 *Policy on Student Conduct and Discipline* states that "Chancellors may impose discipline for the commission or attempted commission (including aiding or abetting in the commission or attempted commission) of the following types of violations by students . . . :

102.01 All forms of academic misconduct including but not limited to cheating, fabrication, plagiarism, or facilitating academic dishonesty.

102.2 Other forms of dishonesty including but not limited to fabricating information, furnishing false information, or reporting a false emergency to the University. "

Procedures

I. Requirements and Expectations

Research

To foster intellectual honesty, schools, departments and research units at UCR are encouraged to develop statements that fit the distinctive research climate and needs of their individual disciplines. These guidelines may cover responsibilities of research supervisors, assignment of credit for publications, training of research apprentices, requirements for record keeping of experimental procedures and data storage, and standards for merits and promotions which value quality over quantity.

It is the responsibility of each individual engaged in research at UCR to be informed of University policies relating to research and of the policies and procedures of the agencies funding his or her research.

Copies of relevant policies are available in the Office of Research and will be provided at no cost.

Courses

Faculty members, teaching assistants, and other instructional personnel are encouraged to include statements addressing academic integrity as part of the syllabus for every course and to educate students about expectations and standards in the context of the course in order that students may not, through ignorance, subject themselves to the charge of academic misconduct. Instructors are further encouraged to inform students of campus resources available for dealing with academic difficulty.

II.

Faculty Actions

Research

In cases of alleged academic integrity violations in **research**, faculty members, teaching assistants, and other instructional personnel should report suspicion of fraudulent or unethical research practice by students immediately to the Chair of the department, Dean of the school or Director of the organized research unit. The report must then be forwarded to the Associate Dean for Research who will be responsible for coordinating further actions.

Courses

If a faculty member, teaching assistant, or other instructional personnel suspects that an act of academic misconduct has occurred **in a course**, s/he must communicate with the student regarding the alleged act of misconduct and the information upon which the allegation is based within 30 business days of discovery of the alleged act. Under special circumstances, the instructor may make a request for an extension of time through the Vice Provost for Conflict Resolution. Whenever possible, the communication should take place through an in-person consultation and should be conducted in a manner that respects each student's privacy and maintains an environment that supports teaching and learning. When a meeting is not possible or practical, an instructor may communicate with the student in writing. Written communication will be sent by U.S. mail to the address most recently filed with the Registrar's Office, or to

the student's University e-mail address. When multiple students are involved, faculty are encouraged to communicate with each student separately.

An instructor may request the assistance of the Ombudsperson or a member of the Student Judicial Affairs staff to be present at the conference to assist in a fair and focused discussion about what may have occurred.

The student must be given the opportunity to respond to the allegation of misconduct. When communication is made in writing, students will be given 10 business days to respond.

After conferring with the student and/or considering the student's written response, the instructor will determine whether it is *more likely than not* that the student committed an act of academic misconduct. In making this determination the instructor will pay attention not to whether the student meant to engage in misconduct, but whether the misconduct occurred. The instructor may then follow up with one of the following actions:

- A. In cases where the instructor determines that there is no misconduct, s/he may dismiss the allegation and take no further action.
- B. In cases where the student **does not dispute the facts upon which the charges are based**, the instructor may impose an appropriate academic sanction, taking into account the clarity of course expectations, the level of the students' experience or knowledge of principles of academic integrity, the nature of the assignment, and the degree of intentionality and pre-meditation of the misconduct.

Actions taken must be documented through the *Academic Misconduct Referral* form, or a referral memo to Student Judicial Affairs, the central location where all records of incidents of academic dishonesty are kept on file. It is essential that the form or referral memo include the student's name and student identification number, the name of the class in which the act took place, the date or time period in which the act occurred, a description of the academic misconduct, a summary of actions taken, all original documentation supporting the charge, and the academic sanctions assigned.

- C. In cases where the **student disputes the facts upon which the charges are based**, the instructor will refer the case to Student Judicial Affairs. The *Academic Misconduct Referral* form or memo must include the student's name and student identification number, the name of the class in which the act took place, the date or time period in which the act occurred, a description of the academic misconduct, a summary of actions you have taken, all original documentation supporting the charge (except where prohibited by law), and the academic sanctions recommended. Faculty are encouraged to forward a copy of the course syllabus and other written communication that addresses academic integrity standards and expectations for the course. Faculty are further encouraged to evaluate the assignment or examination on its merits and to make note of the grade to be assigned in the event that the student is not found responsible for violation of the University's policies or where insufficient evidence exists to hold the student responsible.

Instructors who are in part-time or temporary appointments or who will be on sabbatical or other leave or who will be leaving the University are required to provide a copy of all documentation to the Department Chair, who will serve as a proxy for the instructor if s/he is unavailable to participate fully in resolving the allegations of misconduct.

If grades are awarded while the case is in progress, the faculty member will assign a temporary grade placeholder of Grade Delay "GD" pending the outcome of the process.

- D. Violations that the instructor believes to be particularly egregious shall be referred directly to the College Academic Integrity Committee in the instructor's College for review.

Course Drops and Withdrawals

A student officially notified of alleged academic misconduct may not withdraw from the course until the determination of responsibility is made and any sanctions are imposed. A sanction for a violation of academic integrity that affects the course grade will be applied. The student may not avoid the imposition of a sanction by withdrawing from a course. If the student is found not responsible for academic misconduct, the student will be permitted to withdraw from the course with a grade of "W".

III. Administrative Actions

Research

The Associate Dean for Research, in consultation with the original recipient of the report, will review the description of the academic misconduct and documentation supporting the charge and determine if unethical conduct may have occurred, and if so, may undertake a preliminary inquiry or formal investigation following the guidelines outlined in *UCR Policy on Integrity in Research*, posted on the Office of Research Affairs website at <http://www.ora.ucr.edu/ORA/announce/integrit.htm>. In the event that the preliminary inquiry or formal investigation finds probable cause to warrant disciplinary proceedings, charges of misconduct will be processed in accordance with existing procedures for adjudicating alleged academic misconduct in courses.

Courses

- A. In cases where the student **does not dispute the facts upon which the charges are based**, Student Judicial Affairs, upon receipt of the *Academic Misconduct Referral* form, will follow up with the student in writing to formally advise the student of the academic sanctions assigned by the instructor as well as appropriate disciplinary sanctions assigned by the University.

The decision shall be forwarded in writing to the student within 15 business days of the review; and communicated to the instructor, college and/or division in accordance with legitimate educational interest criteria as articulated by the Family Education Rights and Privacy Act.

Students with a record of previous academic misconduct will be referred to the Academic Integrity Committee in their College for a formal hearing, with a recommendation that suspension or dismissal be considered.

- B. In cases where the **student disputes the facts upon which the charges are based**, upon receipt of an *Academic Misconduct Referral Form* from an instructor, Student Judicial Affairs will notify the student of the University Policy that was allegedly violated; the factual basis for the charges; and the right to be assisted by an advisor of choice or an attorney (at his or her own expense) and ask the student to schedule an *Administrative Review*. Within 15 working days of the referral of the matter to the SJA, notification will be sent to the student by U.S. mail to the address most recently filed with the Registrar's Office, or to the student's University e-mail address.

Whenever possible an **Administrative Review** will be scheduled such that both the faculty member and the student can attend. The purpose of an Administrative Review is to explore and investigate the incident giving rise to the appearance of academic dishonesty, and to reach an informed conclusion as to whether or not academic dishonesty occurred. In keeping with the ultimate premise and justification of academic life, the duty of all persons at a Review is to assist in a thorough and honest exposition of all related facts. A Review is not in the character of a criminal or civil legal proceeding. It is not modeled on these adversarial systems; nor does it serve the same functions; rather, it is an academic process unique to the community of scholars that comprise a University.

The review will:

- explain fully the alleged violation of the *Standards of Conduct*
- review written materials associated with the alleged misconduct

- give the student and the instructor the opportunity to present their accounts of the incident and present any witnesses or other individuals who may have relevant information about the incident
- address how the student's alleged conduct was judged, why the behavior is unacceptable, the impact of conduct on others in the community, causes and motives of the conduct, and alternatives for balancing personal circumstances with needs and expectations of the community
- In the event that Student Judicial Affairs determines it is *more likely than not* that the student is responsible for academic misconduct, the academic sanctions recommended by the faculty member as well as appropriate disciplinary sanctions will be assigned taking into account the clarity of course expectations, the level of the student's experience or knowledge of principles of academic integrity, the nature of the assignment, and the degree of intentionality and pre-meditation of the misconduct.
-

The decision shall be forwarded in writing to the student within 15 business days of the review and communicated to the instructor, college and/or division in accordance with legitimate educational interest criteria as articulated by the Family Education Rights and Privacy Act. In cases where the instructor has held a grade in abeyance pending the outcome of an Administrative Review, s/he shall submit a final grade with the Registrar that is consistent with the decision of Student Judicial Affairs as to the question of misconduct.

In the event that Student Judicial Affairs receives an allegation of academic misconduct by a student who previously has been charged and found responsible for academic misconduct or encounters a case that is sufficiently complex to require additional consultation the case will be referred to the Academic Integrity Committee in the instructor's College, with the request that the case be resolved through a formal hearing.

IV. Academic Integrity Committees

College Academic Integrity Committees

An Academic Integrity Committee will be established in each of the Colleges and for the Graduate Division /Professional Schools³ to:

- hear cases referred by Student Judicial Affairs that are sufficiently complex to require additional review
- hear serious and repeated violations of academic misconduct upon referral from an instructor or Student Judicial Affairs
- hear appeals of decisions and/or sanctions imposed by an instructor or Student Judicial Affairs

In the Spring quarter, the Committee on Committees shall appoint 4 BCOE faculty, 4 AGSM faculty, 2 GSOE faculty, 6 CHASS faculty and 6 CNAS faculty to the panels to serve one year terms effective July 1-June 30. Four to six full-time undergraduate students, and four to six graduate students will be appointed to each College Committee and shall serve one year terms effective July 1-June 30. In all cases an effort will be made to appoint members who represent the disciplinary diversity within each College. The undergraduates shall be chosen from the undergraduate student body by the Associated Students of UCR. The graduate students shall be chosen from the graduate student body by the Graduate Student Association. Students who have been suspended or are on academic or disciplinary probation, evicted from University Housing for reasons related to conduct, or who have a case pending before the Student Conduct Committee or an Academic Integrity Committee are not eligible to serve as committee members.

A hearing panel of 3-5 members will be drawn from the pool of appointees for each case. A quorum of the committee consists of three persons, with at least one faculty member, one student for College Committees and one faculty member and one graduate student for the Graduate/Professional School Committee. In the absence of a quorum, the hearing will be rescheduled. Staff support to the Committee will be provided by the Vice Provost for Conflict Resolution or his/her designee.

The purpose of an Academic Integrity Committee Hearing is to explore and investigate the incident giving rise to the appearance of academic dishonesty, and to reach an informed conclusion as to whether or not academic dishonesty occurred. In keeping with the ultimate premise and justification of academic life, the duty of all persons at a hearing is to assist in a thorough and honest exposition of all related facts. A hearing is not in the character of a criminal or civil legal proceeding. It is not modeled on these adversarial systems; nor does it serve the same functions; rather, it is an academic process unique to the community of scholars that comprise a University.

The Vice Provost for Conflict Resolution or his/her designee** will serve as a non-voting Chair to facilitate the hearing. The Chair shall rule on all questions of procedure and evidence, including but not limited to: the order of presentation of evidence, admissibility of evidence, applicability of regulations to a particular case, and relevance of testimony. An Academic Integrity Committee Hearing will normally proceed as follows:

A. Committee members will receive and review a copy of the notification of charges and documentary evidence provided by the instructor, the University, and the student.

B. The Chair will ask all present at the hearing to introduce themselves for the record. The Chair will invite committee members to disqualify themselves from participation in the hearing if they believe for any reason that they cannot render a just and fair decision and will invite the student to request that a

³The Academic Integrity Committee for the College of Humanities, Arts and Social Sciences shall address violations associated with Business Administration faculty and undergraduate students as articulated in these procedures. The Academic Integrity committee for Graduate/Professional Schools shall address alleged violations by credential and graduate students in Humanities, Arts and Social Sciences, Natural and Agricultural Sciences, Engineering, the School of Education, and the School of Management.

member be disqualified as a result of prior involvement in the case or if the student believes for an appropriate reason that a committee member cannot render a just and fair decision.

- C. The charges shall be read aloud and the student shall be asked to respond to the charges by accepting responsibility, accepting responsibility and noting that there are mitigating circumstances, or denying responsibility for the alleged violations of University Of California *Policies Applying to Campus Activities, Organizations, and Students*.
- D. The faculty member and the student will be given the opportunity to present their accounts of the incident and present any witnesses or other individuals who may have relevant information about the alleged academic misconduct.
- E. Committee members will be given an opportunity to ask questions of the faculty member, the student, and witnesses.
- F. Upon conclusion of this discussion, each party will be asked if there is any additional information needed or if any discrepancies or questions need to be presented or addressed.
- G. All parties will be required to leave the room while the Committee deliberates. After its discussion, the Committee will decide if a preponderance of the evidence indicates that the student is responsible or not responsible for alleged violations of University of California *Policies Applying to Campus Activities, Organizations, and Students* by way of a simple majority vote.
- H. If the student is found to be responsible for violations of Policies, the Committee shall be informed of the student's prior record to determine whether the student has been found responsible for previous academic misconduct. Based on this information, the Committee will determine the sanction(s) to be assigned, how and for how long the record of the sanction will be maintained on the student's permanent record, and the conditions that must be met for the record to be removed, if any. In the event that the Committee determines that dismissal is warranted for a graduate student, this determination must be framed as a recommendation and forwarded to the Dean of the Graduate Division for review and approval.
- I. Once the Committee has reached a decision on the sanction(s), the Chair will ask the parties involved to return to the room, and the results of the deliberation will be presented. Within fifteen business days, the Vice Provost for Conflict Resolution or his/her designee will mail notification to the student and instructor, and college or division detailing the decision and the sanctions imposed by the Committee and outlining the appeal process.

A tape recording of the hearing, but not the deliberations, shall be made and retained in Student Judicial Affairs as part of the record for as long as the disciplinary record is retained, or for five years from the date of decision, whichever is shorter. The student may obtain a copy of the recording upon paying the expense of making such copy. Either party may arrange for a stenographer to make a full transcript of the proceedings at his/her own expense. If one party has the proceedings transcribed, arrangements shall be made before the hearing as to how to apportion the cost if both parties want copies. Other than for the purpose of the official record as provided above, mechanical or electronic devices for recording or broadcasting shall be excluded from the hearing.

Campus Academic Integrity Executive Committee

One faculty member and one student from the Academic Integrity Committee in each College will make up a Campus Academic Integrity Executive Committee. The Executive Committee will:

- review, on an annual basis, cases addressed through instructors and Student Judicial Affairs; to provide oversight and direction and to ensure that policies and procedures are appropriate and properly applied
-
- hear appeals of primary/non-appellate decisions and sanctions of a College Academic Integrity Committee

•

1.	

V. Appeals

Decisions of an instructor or Student Judicial Affairs may be appealed through the College Academic Integrity Committee in the faculty member's College. Appellate decisions of a College Academic Integrity Committee are final.

Primary decisions of a College Academic Integrity Committee may be appealed to the Campus Academic Integrity Executive Committee. Appellate decisions of the Campus Academic Integrity Executive Committee are final.

Appeals must be based on one or more of the following:

- new evidence not reasonably available at the time of the original hearing, the absence of which can be shown to have had a detrimental impact on the outcome of the hearing
- procedural error that can be shown to have had a detrimental impact on the outcome of the hearing
- errors in the interpretation of University policy so substantial as to deny one of the parties a fair hearing
- grossly inappropriate sanction having no reasonable relationship to the charges

Either party may appeal a decision in writing to the appropriate Committee, through the University Administrator, within ten (10) business days after the written decision is made available. All appeals must be authored and signed by the submitting party. Appeals produced by advisors or other non-parties will not be considered.

The filing of a timely appeal suspends the imposition of sanctions until the appeal is decided, but interim action may be taken as determined by the Chair of the hearing. Grades or degrees may be withheld pending conclusion of the appeal.

When an appeal has been filed, the appropriate parties may be requested to respond in writing to the matters in question before a decision about the appeal is made. The Committee will determine whether the grounds for appeal have been satisfied and whether further process is necessary to resolve the appeal. Findings of fact will be accepted as determined by the original adjudicator or adjudicating body, unless the appellate body determines that the original adjudicator or adjudicating body acted in an arbitrary, capricious, or unfair manner.

The Committee will make a decision based on the written submissions within fifteen (15) business days, or indicate in writing what further process is necessary for final resolution.

The Committee may approve, reject, or modify the decision and sanction in question. The action taken shall be communicated in writing to the student, the faculty member, and Student Judicial Affairs, within fifteen (15) working days after receipt of the appeal and related documents. **The decision of the appeal committee is final.**

VI. Maintenance Of Records

Student Judicial Affairs shall serve as the central location where all written, tape recorded, and electronic records of incidents of academic misconduct are kept on file. The records will be readily available for review by the Deans and Associate Deans of each College, the Dean of the Graduate Division, the Executive Vice Chancellor and Provost and the Vice Provost for Conflict Resolution in accordance with legitimate educational interest criteria as articulated by the Family Educational Rights and Privacy Act.

The file of a student found in violation of campus regulations (including the transcripts or recordings of the hearing) will be maintained by the Student Judicial Affairs for a period of at least five years from the date of the letter providing notice of final disciplinary action, unless otherwise determined by the Assistant Provost for Conflict Resolution. When, as a result of a violation of the Standards of Conduct, a student is suspended, the fact that suspension was imposed must be posted on the academic transcript for the duration of the suspension. When a student is dismissed, the fact that dismissal was imposed must be posted on the academic transcript permanently.