

THE MANUAL OF THE IRVINE DIVISION OF THE ACADEMIC SENATE

PART III - APPENDICES OF THE IRVINE DIVISION

Appendix VIII: UCI Academic Senate Policy on Academic Integrity

Revised: 12/12/96, 10/12/00, 11/21/02, 1/21/03, 1/26/06, 4/05/07, 6/7/2007, 6/5/08, 4/23/15

I. Preamble

The University of California, Irvine is an institution of learning, research, and scholarship that is strengthened by the existence of an environment of integrity. As members of the academic community, instructors, students, and administrators are responsible for maintaining this environment. It is essential that all members of the University practice academic integrity and accept individual responsibility for their work and actions. Violating the Academic Integrity Policy is unacceptable, devaluing the teaching and learning experience for the entire community. While at UCI, members of the academic community should become better educated about the ethical framework underpinning academic integrity and improve their moral standards supporting it.

The UCI Academic Senate Policy on Academic Integrity states the general rules and procedures associated with student academic integrity. This Academic Integrity Policy applies to undergraduate and graduate students enrolled in a UCI course. A separate policy governs the integrity of research.

Medical students are governed by policies specified in the UCI School of Medicine Handbook: <http://www.meded.uci.edu/docs/2010-2011%20Handbook.pdf>.

Law students are governed by policies specified in School of Law Academic Honor Code: http://www.law.uci.edu/current/UCI_Law_Honor_Code.pdf.

II. Defined Terms

1. Academic Integrity Policy: the UCI Academic Senate Policy on Academic Integrity.
2. Academic Integrity Policy Violations: outlined in the **Procedures** document of the Academic Integrity Policy.
3. Academic Consequences: grades assigned by Instructor.
4. Administrative Sanctions: outlined in the **Procedures** document of the Academic Integrity Policy.
5. AIAO: Academic Integrity Administrative Office.
6. Instructor: faculty member or instructor of record.
7. Student: any student or students who have allegedly violated the Academic Integrity Policy
8. Hearing Panel: Subcommittee of the Council on Student Experience as outlined in the **Procedures** document of the Academic Integrity Policy.

III. Students' Responsibilities

All students are expected to complete a course in compliance with the Instructor's standards. No student shall engage in any activity involving any Academic Integrity Policy Violations. No student shall engage in any activity that involves attempting to receive a grade by means other than honest effort, and shall not aid another student who is attempting to do so. All students are encouraged to notify instructors, but may also notify the AIAO, about observed incidents of Academic Integrity Policy Violations. Instructors should take reasonable steps to preserve the confidentiality of students making such reports.

All students have the responsibility to become familiar with and abide by the Academic Integrity Policy.

IV. Instructors' Responsibilities

Instructors should create an environment in their classes where academic integrity is understood and supported. They should assign grades in a transparent and equitable manner. Specifically:

1. They should monitor student work to ensure these policies are followed;
2. They should report all Academic Integrity Policy Violations to the AIAO;
3. They should faithfully administer and participate in the Academic Integrity Policy;
4. They should state in writing how graded assignments and exams will contribute to the final grade in the course. If any course-specific rules are required by the Instructor for maintaining academic integrity, the Instructor shall also inform students of these in writing. A reduction in a grade for an assignment or a course in response to academic dishonesty is not to be considered as a punishment, but instead responds to a failure by the student to fulfill one of the requirements of the course.

When an Instructor believes that a Student has violated the Academic Integrity Policy, the Instructor should report the incident to the AIAO within thirty instructional days of discovering the possible Academic Integrity Policy Violation. The Instructor shall participate in the process according to the Academic Integrity Policy.

In all cases, the Instructor shall determine the Student's grade in the course.

V. Teaching Assistant's (TA) and Reader's Responsibilities

A student acting in the capacity of a Teaching Assistant (TA) or Reader has a special responsibility to safeguard academic integrity. A TA/Reader shall equitably grade student work in the manner set by the Instructor. A TA/Reader shall not provide a student with any information or collaboration that would aid the student in completing the course in a dishonest manner (e.g. providing access to unauthorized material related to tests, examinations, or homework).

When a TA/Reader has evidence of an Academic Integrity Policy Violation, the TA/Reader should report the incident to the Instructor. The Instructor should report the incident to the AIAO.

VI. Responsibility for Resolution of Cases of Violation of the Policy

The responsibility for maintaining the standards of academic integrity rests with two University authorities: the Instructor and the AIAO. Under the Standing Orders of the Regents, discipline is the exclusive responsibility of the campus administration while authority over courses and curricula is under the exclusive authority of the Instructor through the Academic Senate.

A. Role of the Instructor

The Instructor shall assign grades in the course as appropriate to the work involved. All Academic consequences (e.g. scores on the assignments and course grades) are under the sole purview of the Instructor in the course.

B. Role of The AIAO

The AIAO manages the cases for all students accused of Academic Integrity Policy Violations and is the central repository for all case-related materials. The AIAO is the initial contact for the Instructor or students on all cases of Academic Integrity Policy Violations.

The AIAO is also responsible for imposing administrative sanctions. These sanctions shall be in accordance with guidelines authorized by the Council on Student Experience. Administrative sanctions range in severity from administrative probation to dismissal from the University. Students found responsible for multiple cases of Academic Integrity Policy Violations may be subject to dismissal from the University.

The AIAO must notify the Student (and if needed, the Instructor) of any allegations of Academic Integrity Policy Violations. The AIAO adjudicates cases when the Student disputes the possible imposition of administrative sanctions related to Academic Integrity Policy Violations. The AIAO can request meetings with the Instructor and Student to discuss the case, sanction, or procedure. The AIAO must follow the procedures and communicate in a timely manner. He or she may extend any timelines in the Academic Integrity Policy when practical exigencies so dictate, in which case all involved parties will be notified in writing and via email.

If the Student appeals the AIAO's decision, the AIAO shall schedule a Hearing Panel (see below) to review the case and make a final determination of the appropriate sanction.

The duty of the AIAO is not merely disciplinary. The office is encouraged to work with faculty and students to create a culture in which academic integrity is valued.

C. Records Management

The AIAO must archive its records to reflect the resolution of the case, and shall maintain a record of all cases as described in the **Procedures** document. The AIAO shall report annually to the Academic Senate Council on Student Experience, to the Vice Chancellor of Student Affairs, the Provost and Executive Vice Chancellor, the Associated Undergraduate Students of the University of California, Irvine, and the

Associated Graduate Students of the University of California, Irvine on all of the following: (1) the number, nature, and type of cases; (2) the pattern of decision-making; (3) the severity and type of academic consequences and administrative sanctions; and (4) other relevant matters as directed by the Council on Student Experience.

D. Role of the Hearing Panel

If the Student requests a hearing, the AIAO will request the Subcommittee on Academic Integrity of the Council on Student Experience to convene a Hearing Panel to review the case. (See the **Procedures** document.) The Hearing Panel will hear evidence on the case from the Student, Instructor, and other relevant parties as determined by the panel. The Hearing Panel shall communicate the final decision to the AIAO.

VII. Procedures for Resolution of Cases of Academic Integrity Policy Violations

These are described in the **Procedures** document of the Policy.

VIII. MAINTENANCE OF DISCIPLINARY RECORDS

The AIAO will maintain a record of each student who receives a letter(s) of Academic Integrity Policy Violations as described in the **Procedures** document. Maintaining such a record is not an administrative sanction.