

<b>Policies of the University of North Texas</b>	Chapter 06
<b>06.003 Student Academic Integrity</b>	<b>Faculty Affairs</b>

**Policy Statement.** UNT promotes the integrity of learning processed and embraces the core values of trust and honesty. Academic integrity is based on educational principles and procedures that protect the rights of all participants in the educational process and validate the legitimacy of degrees awarded by the university. In the investigation and resolution of allegations of student academic dishonesty, the university’s actions are intended to be corrective, educationally sound, fundamentally fair, and based on reliable evidence.

**Application of Policy.** All students who have a current relationship with the university. Students who do not have a current relationship with the university are subject to the disciplinary process for conduct that occurred while they had a relationship with the university.

**Definitions.**

1. Academic Integrity Officer (AIO). “Academic Integrity Officer (AIO)” means faculty member appointed by the provost and vice president for academic affairs to promote academic integrity and administer the duties of the Office of Academic Integrity.
2. Appeal. “Appeal” means a request made by a student to challenge an academic penalty or misconduct sanction imposed by a finding of academic dishonesty.
3. Cheating. “Cheating” means the use of unauthorized assistance in an academic exercise, including but not limited to:
  - a. use of any unauthorized assistance to take exams, tests, quizzes, or other assessments;
  - b. usage of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments; usage without permission, of tests, notes, or other academic materials belonging to instructors, staff members, or other students of the university;
  - c. dual submission of a paper or project, or resubmission of a paper or project to a different class without express permission from the instructor;
  - d. any other act designed to give a student an unfair advantage on an academic assignment.
4. Day. “Day” means regular university business hours (Monday – Friday, 8:00 a.m. – 5:00 p.m.).
5. Fabrication. “Fabrication” means falsifying or inventing any information, data, or research outside of a defined academic exercise.

6. Facilitating Academic Dishonesty. “Facilitating academic dishonesty” means helping or assisting another in the commission of academic dishonesty.
7. Forgery. “Forgery” means altering a score, grade, or official academic university record; or forging the signature of an instructor or other student.
8. Preponderance of the Evidence. “Preponderance of the evidence” means standard of review in the student appeal process that evaluates whether allegations are more likely to be true than not true.
9. Instructor. “Instructor” means university employee who has been assigned instructional responsibilities including, but not limited to, tenure-track and non-tenure track Instructors, librarians (or librarian appointments), adjunct instructors, and teaching fellows.
10. Minor Violation. “Minor violation” means errors in judgment without clear intent by the student to violate academic integrity.
11. Major Violation. “Major violation” means a serious act of academic dishonesty that suggests evident disregard for the Academic Integrity Policy, such that it cannot be addressed through a grade penalty. Major violations are generally premeditated dishonest acts or dishonest acts that directly affect the grade of other students. Major violations cause the university to lose confidence in the ability of a student to participate meaningfully in the educational process.
12. Plagiarism. “Plagiarism” means use of another’s thoughts or words without proper attribution in any academic exercise, regardless of the student’s intent, including but not limited to:
  - a. the knowing or negligent use by paraphrase or direct quotation of the published or unpublished work of another person without full and clear acknowledgement or citation.
  - b. the knowing or negligent unacknowledged use of materials prepared by another person or by an agency engaged in selling term papers or other academic materials.
13. Sabotage. “Sabotage” means acting to prevent others from completing their work or willfully disrupting the academic work of others.
14. Student. “Student” means a person taking courses at the university, including individuals who withdraw after allegedly violating the policy; those who are not currently enrolled in courses but who have a continuing academic relationship with the university; and those who have applied for admission or readmission.

### **Procedures and Responsibilities.**

Academic dishonesty occurs when students engage in behaviors including, but not limited to: cheating, fabrication, facilitating academic dishonesty, forgery, plagiarism, and sabotage. The Student Academic Integrity Policy is enforced by instructors and administrative authorities

through the Office of Academic Integrity, with administrative support from the Dean of Students (DOS) Office. The section below outlines the responsibilities and procedures when academic dishonesty occurs.

I. Responsibility for Single and Multiple Violations of Academic Dishonesty and Misconduct.

- A. Instructor. Instructors have primary responsibility for academic assessment. In instances of academic dishonesty, instructors may impose an educational assignment if it is determined that the student did not intend to harm another or gain advantage. A finding by an instructor that academic dishonesty occurred may be considered grounds for more serious academic penalties, up to and including failure in the course. Decisions about the degree of academic penalty to impose will be based on the seriousness of the violation. Instructors are expected to report all allegations, factual summary statements, and sanctions involving instances of academic dishonesty to the Academic Integrity Database, a confidential database maintained in the DOS Office and accessible only by authorized instructors and staff for official purposes.
- B. AIO and Office of Academic Integrity. When an instructor and student cannot reach agreement regarding the degree of academic penalty, the instructor may seek guidance and advisement on academic misconduct penalties from the Office of Academic Integrity. Under the supervision of the AIO, the Office of Academic Integrity has the following responsibilities, to:
1. provide campus educational and awareness training and resources on academic integrity;
  2. schedule appeals before the Academic Integrity Office Panel (AIOP), which is a panel convened for the purpose of providing a student the opportunity for impartial review of evidence underlying allegations of academic dishonesty, and of the academic penalties and misconduct sanctions imposed in matters involving allegations of major or multiple violations.
  3. administer the procedures and academic misconduct sanctions as set forth in this policy, including investigations of possible major violations and those involving multiple or repeat violations of the policy.
  4. consult with instructors and students about procedures and rights, and informs students of impending investigations, misconduct findings, misconduct sanctions, and appeal rights as related to major, multiple, or repeat violations. As the head of the Office of Academic Integrity, the AIO conducts investigations of possible major, multiple, or repeat violations and may impose misconduct sanctions.
- C. Department Chair. On appeal of academic penalties, in matters not involving behavioral misconduct sanctions handled through the DOS Office and violating the Code of Student Conduct, a department chair has final authority over academic penalties imposed for single violations. A department chair may act on behalf of an instructor who is unable to respond. In cases where the instructor is also the department chair, the student's appeal will be handled by the Office of the Academic

Dean. The department chair also may seek guidance and advisement on academic misconduct penalties from the Office of Academic Integrity.

- D. Office of the Provost and Vice President for Academic Affairs. The provost and vice president for academic affairs reviews cases and holds final administrative authority for resolving appeals regarding expulsion and suspension for undergraduate and graduate students. The provost may request additional information from any person, as needed, to make a final decision regarding academic penalties and misconduct sanctions.
- E. Dean of Students Office. The DOS maintains student records in the Academic Integrity Database, which consists of confidential electronic records of student academic penalties and misconduct sanctions and student academic integrity educational status. These records are protected under the federal law Family Education Rights and Privacy Act (FERPA). The DOS will collaborate with the Office of Academic Integrity in situations where the DOS may seek to impose a disciplinary sanction when a student has a prior disciplinary history or other situations deemed appropriate by the DOS.
- F. Student. Students are expected to conduct themselves in a manner consistent with the university's status as an institution of higher education. In the class setting, students shall follow their instructors' directions and observe all academic requirements published in course syllabi and other course materials. A student is responsible for responding to an academic dishonesty report issued by an instructor or other university official. If a student fails to respond after proper attempt at notification, the university may take appropriate academic actions in the absence of the student.

II. Academic Penalties/Sanctions for Misconduct. The following academic penalties and sanctions for misconduct may be assessed upon determination that academic dishonesty has occurred. A, B, C, and D may be assessed at the instructor's discretion while probation, suspension and expulsion will only be handed out with the final decision of the provost. Admonitions and educational assignments are not appealable.

- A. Admonition. The student may be issued a verbal or written warning.
- B. Assignment of Educational Coursework. The student may be required to perform additional coursework not required of other students in the specific course.
- C. Partial or No Credit for an Assignment or Assessment. The instructor may award partial or no credit for the assignment or assessment on which the student engaged in academic dishonesty, to be calculated into the final course grade.
- D. Course Failure. The instructor may assign a failing grade for the course. Should the procedure for appeal of a case of academic dishonesty extend beyond the date when the instructor submits course grades for the semester, the student will be assigned a grade that reflects the penalty, which shall be adjusted, as appropriate, at the conclusion of any appeal process with the department chair.

- E. Probation Extending for Up to Two (2) Long Semesters. Students on probation may remain at the university but may be required to satisfy specific conditions or requirements, report regularly to the AIO, and be barred from holding any office or participating in any activity in which the student represents the university or university-recognized student organizations, either within or outside the university community. The sanction of probation prohibits graduation until the period of probation has ended and the student has complied with all AIO requirements.
- F. Suspension for Up to One Year. Students who are suspended are removed from good standing and must leave the university for up to one year during which time the student is ineligible for the privileges associated with registration, including living in University housing. Suspension anticipates that the student may eventually return if applicable conditions are satisfied.
- G. Expulsion from the University. Students who are expelled are removed from good standing and must leave the university permanently without an expectation that the student will return to the university.
- H. Revocation of Degree. The student's official and unofficial transcript may reflect that revocation of degree was the result of academic dishonesty.

### III. Procedures for Single Violation of Academic Dishonesty.

#### A. Instructor Actions on Matters of Academic Dishonesty.

1. Any instructor who suspects that a student has engaged in an act of academic dishonesty must make a good faith effort to contact the student and hold an individual consultation with the student as soon as possible after detecting the possibility of academic dishonesty. In the instructor's initial contact, in writing to the student, the instructor shall convey the initial concerns about academic dishonesty that will allow the student to be prepared to respond in writing. After a reasonable period of time but no less than five (5) days following attempted notification of the student, the instructor may proceed with academic penalties in the absence of the student's response. The instructor should provide documentation in writing of the good faith effort to contact the student.
2. As part of the consultation process with the student, the instructor will review with the student all the evidence or information relevant to the suspected act of academic dishonesty and provide the student a full opportunity to respond to the inquiry in writing.
3. If, after the consultation, the instructor determines that the student has not engaged in an act of academic dishonesty, no sanctions will be taken and the instructor will notify the student immediately. The instructor may, at their discretion, send a notice to the Office of Academic Integrity indicating that the student has received education regarding academic misconduct. This shall be recorded in the educational portion of the database only and shall not be used as an indication of misconduct of any kind.

4. If the instructor determines upon preponderance of the evidence that the student has engaged in an act of academic dishonesty, the instructor will notify the student of this determination in writing, as soon as possible if not immediately upon the conclusion of the consultation. The online [Academic Integrity Single Violation Report](#) will include a summary of the findings that support the determination and the academic penalty to be imposed.
5. The instructor will send the online [Academic Integrity Single Violation Report](#) with the factual summary and the instructor's academic penalty to the DOS for input into the Academic Integrity Database.

**B. Appeal of an Instructor's Academic Penalty to the Department Chair.**

1. If a student disagrees with an instructor's determination of academic dishonesty or with an academic penalty that is calculated into the course grade, the student must indicate a desire to appeal to the chair of the instructor's department within three (3) days of receiving the instructor's written decision. This appeal should be in written form.
2. The student's online [Appeal of Academic Integrity Single Violation](#) must detail:
  - a. whether the student is requesting appeal of the finding of academic dishonesty or the instructor's academic penalty, or both;
  - b. the specific basis for the appeal; and
  - c. any factual information in support of the student's case, including any specific evidence.
3. The department chair must meet individually with both the student and instructor involved in each case within five (5) days to determine if academic misconduct has occurred. The department chair may choose to convene a faculty committee to review materials provided by the instructor and student to make recommendations. The department chair's responsibility may be delegated only under unusual circumstances to the Office of the Dean, in consultation with and approval from the AIO.
4. Faculty Committee Review and Resolution of Appeal.

The committee that reviews the appeal of academic dishonesty may be a standing appeal committee comprised of faculty. If no such committee exists, the department chair appoints an ad hoc academic dishonesty appeal committee of three faculty members: one selected by the student, one selected by the instructor, and one selected by the chair in agreement of the other two committee members. Committee members may include any person holding a faculty appointment in the department, college, or university. The chair's appointee will chair the faculty committee.

- a. The committee requests a written statement from the instructor for review

along with the student's appeal. The committee may request additional information and will meet with the student, the instructor, and/or others, as it sees fit.

- b. Within 10 (ten) days of the receipt of appointment from the chair the committee issues one of the following recommendations to the department chair:
  1. The student did engage in an act of academic dishonesty as determined by the instructor.
  2. The student did not engage in an act of academic dishonesty as determined by the instructor.
- c. The committee issues one of the following recommendations to the department chair if it is determined the student did engage in an act of academic dishonesty:
  1. Uphold the assigned academic penalty;
  2. Deny the assigned academic penalty;
  3. Modify the assigned penalty with a recommendation.
- d. As soon as possible, but no more than fifteen(15) days after the receipt of the student's desire to appeal, the department chair will, based upon the preponderance of the evidence gathered from meetings with student(s) and instructor(s), and recommendations from the committee, issue a finding on the case(s) under appeal to the student and instructor, by completing the online [Academic Integrity Single Violation Appeal Finding](#).

#### 4. Procedures for Multiple Violations of Academic Dishonesty.

- a. The Office of Academic Integrity will assess reported violations of the Student Academic Integrity Policy for possible major, repeat, or multiple offenses. The AIO will review the associated evidence as soon as possible after:
  - i. identifying the possibility of repeat, multiple, or major violations in the Academic Integrity Database, or
  - ii. receiving a recommendation for misconduct sanctions beyond those available to the instructor and department chair.

- b. If the AIO finds the likelihood that a student has violated the Student Academic Integrity Policy at a level that involves multiple, repeat, or major violations of academic misconduct, the student will be notified in writing. The notice shall include:
  - i. the alleged violation(s),
  - ii. the section of the Student Academic Integrity Policy suspected to have been violated and potential sanctions,
  - iii. the date by which a student must schedule a conference with the AIO to discuss the alleged misconduct(s) and to respond to the alleged violation of the Student Academic Integrity Policy. Dates may be extended at the discretion of AIO in the interest of fairness.
- c. Conference with the AIO.
  - i. The AIO will hold a conference with the student to review the alleged misconduct and provide an opportunity for the student to respond directly to the alleged violation. The AIO may invite others who can provide further information regarding the alleged misconduct(s), such as DOS, instructor(s), or witnesses to a particular incident to participate in the conference at his or her discretion.
  - ii. The student may present relevant information regarding the alleged misconduct, including witness statements, documents, or any other information.
  - iii. A student may be accompanied by an advisor, but students must represent themselves at the conference. If a student intends to be accompanied by an attorney, the student must notify the Office of Academic Integrity no later than two (2) days prior to the conference so that the university can have a representative from the Office of General Counsel present at the conference.
- d. Notice of Misconduct Sanctions/Findings.
  - i. If after reviewing the evidence and conferencing with the student and other relevant involved parties, the AIO determines that the student's sanctions were merited, the AIO will notify the student in writing, informing them of the finding and the assigned sanction. The notice will also include information about available appeal procedures.
  - ii. If the AIO determines that a student's sanctions were not merited, the AIO will notify the student of this finding in writing and no further action will be taken unless new information comes forward after the conference between the student and the AIO.
  - iii. The AIO will notify in writing the instructor(s) and department chair(s) of the findings.
- e. Hearing to the AIOP.

- i. Request for Appeal. Students who disagree with a finding of misconduct or a misconduct sanction imposed by the AIO have the right to indicate a desire to appeal to an AIO within three (3) days after notification by the AIO. The AIO, in consultation with the Office of the Provost and college(s) involved, will appoint a panel. Instructors directly involved with the case are not allowed to serve on the panel. If an appeal of an academic penalty also is involved in the same matter, the panel will hear the combined appeals of both the misconduct sanction and the associated academic penalty. The appeal request must be in writing and indicate whether the student is appealing the finding of misconduct, the sanction, or both.
  - ii. Scheduling Notice. Upon receiving an appeal request, the Office of Academic Integrity will schedule a date for the requested appeal hearing and notify the student. The date for the appeal will be not less than ten (10) days after the student submits the appeal request. Timeframes may be adjusted at the discretion of the panel chairperson in the interest of fairness. Notice to the student will outline the appeals process described in this policy and provide information about the availability of a peer advocate to assist the student in preparing the appeal.
- f. Composition and Duties of the AIO.
  - i. A chairperson who is an instructor outside of the college(s) involved, will be appointed in consultation with the Office of the Provost, to preside over the panel, which normally will include four other members including two (2) additional representatives from the faculty and two (2) students. For purposes of establishing a quorum, a panel must consist of at least two (2) instructors and one (1) student.
  - ii. The chairperson will direct the procedures of the panel and will participate fully in all appeals, but will offer a vote only in the event of a tie.
  - iii. A student may object to the presence of any panel member prior to the start of the appeal based on a concern for the panel member's capacity to make a fair and objective decision. Requests to remove a panel member will be considered and decided by the panel chairperson. If an objection is raised regarding the presence of the chairperson, the objection will be reviewed by the provost.
  - iv. The panel will render a recommendation to the Office of the Provost for appeals of all undergraduate and graduate students.
- g. Appeal Procedures.
  - i. Advance Summary of Positions. No fewer than five (5) days prior to the scheduled appeal before the panel, the appealing student and the AIO must submit the following information to the chairperson of the AIO for dissemination to the others:

1. a written summary of their position;
  2. a list of individuals who will speak on their behalf as witnesses; and
  3. a list of all documents that will be presented to the panel.
- ii. Authority of the Panel Chairperson. The panel chairperson will preside over the appeal and make all decisions regarding review procedures. The panel chairperson may adjust review procedures and timeframes as needed due to the breaks in the academic calendar.
- iii. AIOP Appeals Process.
1. Appeals are informal proceedings and traditional rules of courtroom evidence do not apply. A student and the AIO will have forty-five (45) minutes to present their evidence to the panel, including personal statements and any witness presentations. Documents and written witness statements may be submitted to the panel to supplement the presentations. The student, AIO, and any panel member may ask questions of any individual making a presentation during the appeal.
  2. Appeal proceedings are not open to the public unless a student makes a specific request for an open review at the time of the initial request for appeal. Individual witnesses may specifically request that their presentation be provided in a closed setting. The panel chairperson will make all decisions regarding closed hearings.
  3. Instructors who find academic dishonesty in their classes and the students requesting an appeal are expected to attend in person. If an instructor or student fails to attend the hearing, the panel members may choose to postpone, cancel, or proceed with the hearing and enter a recommendation in that person's absence.
  4. Appeal proceedings will be recorded, and recordings will be the property of the university. Copies of recordings may be provided at the requestor's expense. Recordings will be maintained according to UNT Policy 04.008, Records Management and Retention.
  5. After evidence has been entered, the panel will deliberate outside the presence of others with the recording stopped. Upon completion of deliberations, the panel chairperson will inform the student and the AIO of the panel's recommendations.
  6. The AIO must show, by the preponderance of the evidence, that the student engaged in conduct in violation of the Student Academic Integrity Policy, and that the misconduct sanction imposed by the AIO and any associated academic penalty, were reasonable based on the evidence.
  7. The appealing student must present all arguments and evidence to the panel. Students may be assisted by one advisor of their choosing, but only

the student and witnesses may speak at the hearing. Attorneys will not be permitted to address the panel. Should the student be accompanied by an attorney, the university will also have a representative of the Office of General Counsel present.

8. Within five (5) business days of the completion of appeal proceedings, the panel chairperson will provide a written summary of the panel's recommendations. The Office of Academic Integrity will forward the findings and recommendations to provost for a final decision.

h. Final Decisions by Office of the Provost. As soon as possible but no more than five (5) business days following receipt of the AIO's recommendation, the Office of the Provost will:

i. review the record of the appeal and the AIO's recommendation for the following penalties:

1. probation extending for up to two long semesters,
2. suspension for up to one year, and
3. expulsion from the university.

ii. communicate the final decision to the AIO.

The AIO will notify the appealing student, department chair, dean of the academic unit, and the university registrar, as appropriate.

i. Effective Date of Misconduct Sanctions. The sanctions imposed by academic authorities take effect upon the full resolution of a case, including appeal.

## 5. Miscellaneous.

a. Extension. A student and the appropriate decision-making authority may mutually agree to extend an expressed timeframe for a reasonable period of time (i.e., end of term) to balance with the academic calendar.

b. Referral for Conduct Sanctions under the Code of Student Conduct. In situations where DOS seeks to impose a disciplinary sanction or sanctions in addition to the one assessed in the academic dishonesty or misconduct, additional sanctions may be levied when the student has a prior disciplinary history or other situations deemed appropriate by DOS.

c. Interpretation. Questions of interpretation or application of the Code of Student Conduct will be referred to the provost, or a designee, for final determination following consultation with the Office of General Counsel.

d. Grade Penalties. Grade penalties will be effective when all appeal deadlines have expired or the end of the semester, whichever occurs first. If an appeal of an academic penalty extends beyond the semester of the incident and the grade penalty is removed by the department chair, AIO, or the provost, the Office of Academic

Integrity will notify the academic dean to change the course grade.

- e. Notification. All notices will be delivered to the student's university assigned e-mail address. The university expects all students to access and monitor this address for official communication.
- f. No Refunds of Tuition or Fees. Students who fail a course due to a finding of academic dishonesty will not be eligible for a refund of any tuition or fees for said course.
- g. Continuation of Coursework. A student accused of academic dishonesty must be permitted to continue in the class in which the allegation of academic dishonesty has been entered pending final disposition of the case.
- h. Grades Awarded During Pending Appeal. If the final decision in the case results in failure of the course, any grades awarded for coursework or assessments during the disposition of the case will be void.
- i. Records Retention. Records are maintained on academic penalties and misconduct sanctions imposed. Records of student academic integrity educational status are maintained according to UNT Policy 04.008 (section Student Disciplinary Records).

#### **References and Cross-References.**

UNT Policy 04.008, Records Management and Retention

UNT Policy 07.012, Code of Student Conduct

#### **Forms and Tools.**

[Academic Integrity Single Violation Report](#)

[Appeal of Academic Integrity Single Violation](#)

[Academic Integrity Single Violation Appeal Finding](#)

[Approved: 9/2/2009](#)

[Effective: 03/07/2017](#)

[Reviewed: 03/07/2017](#)