

Policies of the University of North Texas	Chapter 06
06.003 Student Academic Integrity	Faculty Affairs

Policy Statement. UNT promotes the integrity of learning 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 Database.** “Academic Integrity Database” means the electronic database maintained in the Dean of Student’s Office to manage confidential records of student academic penalties and misconduct sanctions and student academic educational status. Records are protected by Federal Education Rights and Privacy Act (FERPA)
2. **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.
3. **Appeal.** “Appeal” means a request made by a student to challenge an academic penalty or misconduct sanction imposed by a finding of academic dishonesty.
4. **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.

5. **Day**. “Day” means regular University business hours (Monday – Friday, 8:00 a.m. – 5:00 p.m.).
6. **Fabrication**. “Fabrication” means falsifying or inventing any information, data, or research outside of a defined academic exercise.
7. **Facilitating Academic Dishonesty**. “Facilitating academic dishonesty” means helping or assisting another in the commission of academic dishonesty.
8. **Forgery**. “Forgery” means altering a score, grade, or official academic University record; or forging the signature of an instructor or other student.
9. **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.
10. **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.
11. **Minor Violation**. “Minor violation” means errors in judgment without clear intent by the student to violate academic integrity.
12. **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.
13. **Plagiarism**. “Plagiarism” means use of any one’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.
14. **Sabotage**. “Sabotage” means acting to prevent others from completing their work or willfully disrupting the academic work of others.
15. **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.

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; and
 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. The department chair has final authority over academic penalties imposed for single violations on appeal of academic penalties, in matters not involving behavioral misconduct sanctions handled through the DOS Office and violation of the

Code of Student Conduct.

- 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 involving expulsion and suspension for undergraduate and graduate students. The provost may request additional information from any person, as needed, to make a final decision on academic penalties and misconduct sanctions.
- E. Dean of Students Office (DOS). 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. Admonition, Assignment of Educational Coursework, Partial or No Credit for an Assignment or Assessment, and Course Failure may be assessed at the instructor's discretion while probation, suspension and expulsion will only be handed out by the AIO with the final decision on appeal by the provost or designee. Admonitions and educational assignments are not appealable.

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.

- 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.

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 in writing as soon as possible after detecting the suspected academic dishonesty. The instructor's initial communication should be sent to the student's University-assigned email address, and should convey the details of the suspected academic dishonesty sufficiently to allow the student to prepare a written response, and schedule an in-person conference with the instructor regarding the suspected misconduct.

1. If the student does not respond to the instructor's written communication within five (5) days of the instructor sending the email, the instructor may assess academic penalties in-line with the suspected academic dishonesty.
2. If the student responds to the instructor's written notice of suspected academic dishonesty an in-person conference should be scheduled. As part of the conference process, 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 conference, 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 conference.
5. The instructor will submit the online [Academic Integrity Single Violation Report](#) with the factual summary, and any relevant documents, to support the findings and the instructor's academic penalty. This will be filed in the Academic Integrity Database.

B. Student Appeal of Instructor's Actions.

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 may submit a written appeal to the chair of the instructor's department within five (5) days of the date on the instructor's written decision.
2. The student's appeal must be submitted in writing using the online [Appeal of Academic Integrity Single Violation](#) form. The appeal 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.

C. Department Chair Appeal Process.

The department chair within five (5) days of receiving the student's appeal must decide if the review of the appeal will be conducted by the department chair or a faculty committee. The decision of the department chair is final.

1. Department Chair Review and Resolution of Appeal.
 - a. The department chair may request a written statement from the instructor for review along with the student's appeal. The department chair may request additional information, and as appropriate will meet with the student, the instructor, and other individuals with relevant information.
 - b. Within ten (10) days of the receipt of the student's appeal, the department chair will issue, based upon the preponderance of the evidence, one of the following findings and rationale on the case under appeal to the student and instructor, by completing the online [Academic Integrity Single Violation Appeal Finding.](#):

1. The student did not engage in an act of academic dishonesty as determined by the instructor; or
 2. The student did engage in an act of academic dishonesty as determined by the instructor and made the determination to:
 - i. Uphold the assigned academic penalty;
 - ii. Deny the assigned academic penalty; or
 - iii. Modify the assigned penalty with a recommendation.
 - c. A copy of the Academic Integrity Single Violation Appeal Finding will be sent to the student's University-assigned email address. Students are responsible for checking their University-assigned email on a regular basis.
 - d. The decision of the department chair is final.
2. Faculty Committee Review and Recommendation of Appeal to Department Chair.
- 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 will appoint an ad hoc academic dishonesty appeal committee of three departmental 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. Should departmental faculty members be unavailable, committee members may include any person holding a faculty appointment in the college with similar subject matter expertise. The chair's appointee will chair the appeal committee.
- a. The committee may request a written statement from the instructor for review along with the student's appeal. The committee may request additional information, and as appropriate, will meet with the student, the instructor, and other individuals with relevant information.
 - b. Within fifteen (15) days of the receipt of the review assignment from the chair, the committee will issue, based upon the preponderance of the evidence, one of the following recommendations with its rationale to the department chair:

1. The student did not engage in an act of academic dishonesty as determined by the instructor; or
2. The student did engage in an act of academic dishonesty as determined by the instructor, and made the determination to:
 - i. Uphold the assigned academic penalty;
 - ii. Deny the assigned academic penalty; or
 - iii. Modify the assigned penalty with a recommendation.

- c. As soon as possible, but no more than five (5) days after the receipt of the committee's recommendations, the department chair will report the findings and rationale on the appeal by completing the online [Academic Integrity Single Violation Appeal Finding](#). A copy of the Academic Integrity Single Violation Appeal Finding will be sent to the student's University-assigned email address. Students are responsible for checking their University-assigned email on a regular basis.
- d. The decision of the department chair is final.

IV. Procedures for Multiple Violations of Academic Dishonesty.

- A. The Office of Academic Integrity will assess reported violations of the Student Academic Integrity Policy for multiple or possible major offenses. The AIO will review the associated evidence as soon as possible after:
 - 1. identifying multiple or major violations in the Academic Integrity Database, or
 - 2. receiving a recommendation for misconduct sanctions beyond those available to the instructor and department chair.
- B. If the AIO finds that a student has violated the Student Academic Integrity Policy at a level that involves multiple or major violations of academic misconduct, the student will be notified in writing. The notice will be sent to the student's University assigned e-mail address and will include:
 - 1. a list of the academic misconduct violation(s), including the date(s) and department(s), and section(s) (s) of the Student Academic Integrity Policy that have been violated.
 - 2. the date by which a student must schedule a conference with the AIO to discuss the misconduct(s). Dates may be extended at the discretion of AIO in the interest of fairness.
- C. Conference with the AIO.
The purpose of this meeting is to determine if the student's academic misconduct, multiple or major, requires further sanctioning beyond what is allowed in the single violation process.
 - 1. The AIO will hold a conference with the student to review the misconduct and provide an opportunity for the student to respond directly to the violation(s). The AIO may invite others who can provide further information regarding the misconduct(s), such as DOS, instructor(s), or witnesses to a particular incident to participate in the conference at their discretion.

2. The student may present relevant information regarding the misconduct, including witness statements, documents, or other information.
3. 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 for 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 Findings and Sanctions.

1. If after reviewing the evidence and conferencing with the student and other relevant involved parties, the AIO determines that the student's previously assigned sanctions were sufficient, the AIO will notify the student in writing, informing them of the finding and no further sanctions will be assigned.
2. If the AIO determines that a student's sanctions were not sufficient to address multiple or major violations, the AIO will assign further sanctions to the student. The AIO may assign any sanction listed in this policy. The student will be notified in writing.
3. The student's notification of findings and sanctions will be sent to their University-assigned email address. Students are responsible for checking their University-assigned email on a regular basis.

E. Student Appeal of AIO's Actions.

1. If a student disagrees with the AIO's determination of notice of findings and sanctions, the student may submit a written appeal to the Office of the Provost within five (5) days of the date on the AIO's written decision.
2. The student's appeal must be in writing using the online [Appeal of Academic Integrity Multiple Violations](#) form. The appeal must detail:
 - a. whether the student is requesting appeal of the AIO's finding of multiple or major violations, assignment of sanction, 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.

F. Office of the Provost Appeal Process.

The Office of the Provost within five (5) days of receiving the student's appeal must decide if the review of the appeal will be conducted by the provost, or designee; or a provost appeal committee. The decision of the provost's office is final.

1. Provost or Designee Review and Resolution of Appeal.

- a. The provost or designee may request a written statement from the AIO for review along with the student's appeal. The provost or designee may request additional information and as appropriate will meet with the student, the instructor(s), and other individuals with relevant information.
 - b. Within ten (10) days of the receipt of the student's appeal, the provost or designee will issue, based upon the preponderance of the evidence gathered, one of the following findings and rationale
 1. The findings of the AIO are not upheld; or
 2. The findings of the AIO are upheld, and a determination is made to:
 - i. Uphold the assigned sanctions;
 - ii. Deny the assigned sanctions; or
 - iii. Modify the assigned sanctions with a recommendation.
 - c. A copy of the provost's or designee's findings will be sent to the student's University-assigned email address. Students are responsible for checking their University-assigned email on a regular basis.
 - d. The decision of the provost or designee is final.
2. Provost Appeal Committee Review and Recommendation of Appeal to Provost.

The Provost or designee will appoint an ad hoc provost appeal committee comprised of three faculty members to act on the student's appeal of the AIO decision.

- a. The committee may request a written statement from the AIO for review with the student's appeal. The committee may request additional information and where appropriate will meet with the student, the instructor(s), and other individuals with relevant information.
- b. within fifteen (15) days of the receipt of the review from the provost or designee, the appeal committee will issue, based upon the preponderance of the evidence gathered, one of the following recommendations with its rationale to the provost or designee:
 1. The findings of the AIO are not upheld; or
 2. The findings of the AIO are upheld, and
 - i. Uphold the assigned sanctions;
 - ii. Deny the assigned sanctions; or

- iii. Modify the assigned sanctions with a recommendation.
- c. As soon as possible, but no more than five (5) days after the receipt of the appeal committee's recommendations, the provost or designee will report the findings and rationale on the appeal. A copy of the provost's or designee's determination will be sent to the student at their official UNT address.
- d. The decision of the provost or designee is final.

V. 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. 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](#)

[Academic Integrity Multiple Violations Appeal Form](#)

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