

Academic Integrity Policy

Approved Fall 2009. Modified Summer 2016.

Amended by the Faculty Senate, 5/3/2017; Approved by the Chancellor, 5/8/2017

I. PHILOSOPHY

Academic integrity is founded upon and encompasses the following five values: *honesty, trust, fairness, respect, and responsibility*. Supporting and affirming these values is essential to promoting and maintaining a high level of academic integrity.¹ Each member of the academic community must stand accountable for his or her actions. As a result, a community develops in which students learn the responsibilities of citizenship and how to contribute honorably to their professions.

If knowledge is to be gained and properly evaluated, it must be pursued under conditions free from dishonesty. Deceit and misrepresentations are incompatible with the fundamental activity of this academic institution and shall not be tolerated. Members of the UNCG community are expected to foster in their own work the spirit of academic honesty and not to tolerate its abuse by others.

Responsibility for academic integrity lies primarily with individual students and faculty members of this community. A violation of academic integrity is an act harmful to all students, faculty and, ultimately, the University.

[1] The Center for Academic Integrity (1998). Fundamental principles of academic integrity.

II. AUTHORITY

- A. The *Academic Integrity Policy* is one of three formal processes governing student conduct at UNCG. The *Academic Integrity Policy* governs student conduct directly related to the academic life of the institution and is in effect during all phases of a student's academic career. The *Policy* is applicable to any academically related experience involving UNCG students whether on or off the campus. All alleged violations of the *Policy* must be resolved in accordance with this *Policy* and under the direct authority of a UNCG faculty member or the Office of Student Rights and Responsibilities as detailed in the *Policy*. The Office of Student Rights and Responsibilities will be responsible for advising the Vice Provost and Dean of the Graduate School of all cases and resolutions involving UNCG graduate students. For the purposes of this *Policy*, faculty are defined as all instructors of record including teaching assistants (TA).
- B. The *Student Code of Conduct* addresses general student conduct, usually excluding academic responsibilities. The *Student Code of Conduct* details the due process and hearing requirements for student conduct

proceedings; it does not duplicate or contravene the purposes of the *Academic Integrity Policy* nor of other graduate or professional proceedings related to schools, departments or professions.

C. *Professional/Technical Standards*

Graduate or professional schools within the University may initiate charges against students for alleged violations of professional standards or ethics as a separate issue or as an extension of alleged acts of academic dishonesty or violations of the *Student Code of Conduct*. Professional/Technical Standards are stated in program handbooks. Double jeopardy is not involved since the student is accountable to separate jurisdictions – institutional standards of academic dishonesty, general conduct and/or the ethical standards of the particular profession. In resolving cases of alleged violations of professional standards or ethics, the schools and departments are responsible for devising procedures appropriate to their programs and for provision of due process for all students. The University Counsel can provide guidance in such practices.² The Vice Provost and Dean of the Graduate School will be responsible for advising the Office of Student Rights and Responsibilities of all such cases and resolutions involving UNCG graduate students where those cases may also involve academic integrity issues.

1. Violations in this category include both violations of the code of ethics specific to a particular profession and violations of more generally applicable ethical requirements for the acquisition, analysis, and reporting of research data and the preparation and submission of scholarly work for publication. Some examples are: Violating a canon of the ethical or professional code of the profession for which a student is preparing. Using unethical or improper means of acquiring, analyzing, or reporting data in a senior thesis project, a master's or doctoral research project, grant-funded research, or research submitted for publication. Misuse of grant or institutional funds. Violating professional ethics in performing one's duties as a Teaching Assistant or Graduate Assistant.

D. Students agree that by taking courses at UNCG, all required papers may be subject to submission for textual similarity review to *Turnitin.com* for the detection of plagiarism. All submitted papers will be included as source documents in the *Turnitin.com* reference database solely for the purpose of detecting plagiarism of such papers. Use of the *Turnitin.com* service is subject to the Usage Policy posted on the *Turnitin.com* site. The Turnitin Registration Agreement is available upon request by [submitting a 6-TECH request](#).

III. VIOLATIONS

A. The UNCG community subscribes to the following fundamental values of academic integrity: honesty; trust; fairness; respect; responsibility. All violations of the *Policy* are violations of the value of honesty but may also create questions related to trust, fairness, respect, and responsibility. The violations of the *Academic Integrity Policy* listed below are typical, but not exhaustive, examples of the acts that constitute breaches of the *Policy*.

1. **Cheating:** Using or attempting to use unauthorized materials, information, or study aids in any academic exercise. Misrepresenting the source, nature, or other conditions of academic work, or to cooperate with someone else in such misrepresentation. Such misrepresentations may, but need not necessarily, involve the work of others. Cheating may occur on an examination, test, quiz, laboratory work report, theme, out of class assignment or any other work submitted by a student to fulfill course requirements and presented as solely the work of the student. Examples of cheating include, but are not limited to, the following:
 - unauthorized copying from the work of another student, using notes, textbooks or other information in examinations, tests and quizzes, except as expressly permitted
 - obtaining or retaining partial or whole copies of examination, tests or quizzes before these are distributed for student use
 - obtaining confidential information about examinations, tests or quizzes other than that released by the instructor
 - securing, giving or exchanging information or assistance during examinations and other academic exercises, except as expressly permitted
 - presenting data or other material gathered by another person or group as one's own
 - having another person take one's place for any academic performance without the specific knowledge and permission of the instructor
 - purchase an assignment from an online site or online platform
 - obtain assistance from someone else that goes beyond mere editing to writing of the assignment or solving of the problem
 - participate in unauthorized discussion group or sharing answers to an assignment on file sharing sites or other online platforms including social media

- post or purchase answers to an exam, assignment, problem or any other assessed work
 - cooperating with another to do one or more of the above
2. **Plagiarism:** Representing the words, thoughts, or ideas of another, as one's own in any academic exercise. Plagiarism may occur on any paper, report, or other work submitted to fulfill course requirements. Faculty should take into account whether the student has had the opportunity to learn appropriate citation procedures based on previous course work successfully completed before formalizing Academic Integrity charges. Examples of plagiarism include, but are not limited to, the following:
- submitting work done by another, whether a commercial or non-commercial enterprise, including the Internet, as one's own work
 - failure to properly cite references and/or sources
 - submitting, as one's own, work done by or copied from another including work done by a fellow student, work done by a previous student, or work done by anyone other than the student responsible for the assignment
 - Plagiarism also occurs in a group project if one or more members of the group does none of the group's work and participates in none of the group's activities, but attempts to take credit for the work of the group.
3. **Misuse of Academic Resources:** The use, misuse or alterations of University materials or resources so as to make them inaccessible to other users. Examples of misuse of academic resources include, but are not limited to, the following:
- the unauthorized use of computer accounts
 - alteration of passwords
 - violation of library procedures
 - other intentional misuse or destruction of educational materials
- This violation is differentiated from a conduct violation in that the primary result of actions is the inaccessibility of resources to other students.
4. **Falsification:** Inventing, altering, or falsifying any data, information or citation in an academic exercise. Examples of falsification include, but are not limited to, the following:

- reporting data, research, or reports so that either the process or the product is shown to be different from what actually occurred
 - falsely reporting having met responsibilities of attendance or participation in class, practicum, internship, or other types of field work experience
 - submission of falsified excuses for attendance or participation in such experiences
 - work submitted for the requirements of any pre/post-secondary course cannot be submitted to meet the requirements in another course without the expressed permission of the instructor(s) to whom the work is to be submitted
 - falsifying experimental data or information
 - forging or falsifying any academic-related University document
 - presenting falsified information in order to postpone or avoid examinations, tests, quizzes, or other academic work
5. **Facilitating Academic Dishonesty:** Helping or attempting to help another to commit an act of academic dishonesty. Facilitating academic dishonesty includes acts that may not directly benefit the accused but assist another student in violations of the *Policy*.
6. **Unauthorized Behaviors:** Instructors may communicate to their students additional behaviors that constitute a violation of the Academic Integrity Policy in their course. Examples of unauthorized behaviors include, but are not limited to, the following:
- talking during an exam
 - having unauthorized materials present during any academic exercise
 - violating class conduct rules that are pertinent to academic integrity (for instance, rules governing the use of electronic devices)

Instructors must clearly identify the additional unauthorized behaviors as academic integrity violations in their syllabus. Instructors may also communicate what these behaviors are orally, and may change or add to the list of unauthorized behaviors. Oral communications, and all changes, must also be clearly communicated in text (syllabus, email to whole class, etc.) as soon as possible after the oral communication and/or change.

IV. SANCTIONS

- A. Both the academic experience and the classification of the student should be considered in the assignment of sanctions. Faculty have discretion in assigning any grade-related sanction. **Whenever a grade-related sanction is imposed for a violation of academic integrity, faculty are strongly encouraged to follow this Policy.** When a student is found responsible of a first violation, whether by accepting responsibility during the Faculty-Student Conference, or through the panel process, the faculty member makes the final decision about any grade related sanctions. Additional sanctions, including suspension or expulsion, may only be assigned by a hearing panel.
- B. Faculty do not have to decide on a sanction before meeting with the student or before the student indicates responsibility but a grade-related sanction must be specified and communicated to the student before the student signs the Academic Integrity Violation Report Form indicating their plea decision. Faculty may reduce the severity of a grade sanction at any point in the process. In cases in which a student pleads not responsible, faculty may consider other sanctions after the Faculty-Student Conference if justified on the basis of new evidence regarding the violation, but must do so before the start of the hearing.
- C. Any change in the grade-related sanction must be communicated to the student prior to the hearing and students will have the option at that time to change their plea. In cases in which a sanction has been changed following the Faculty-Student Conference, faculty must hold a second Faculty-Student Conference with the student so the student can review the revised sanctions and enter a plea decision. Any sanction revision necessitates the completion of a new Academic Integrity Violation Form which restarts the Faculty-Student Conference process.
- D. If an accused student fails to respond to faculty notification of the new Faculty-Student Conference via UNCG email address within five (5) business days, the accused student will forfeit their option to enter a plea. In this case, the faculty member will make a decision based on the information available and the accused student may be found responsible of the violation. Any sanctions determined by the faculty member will subsequently go into effect. The student will be notified in writing of the outcome by the Office of Student Rights and Responsibilities.
- E. Non-grade related sanctions (except for suspension or expulsion) may be decided upon by faculty, a Hearing Panel (cases where the student has a prior violation and will be suspended), the Office of Student Rights and

Responsibilities (in cases in which a student has accepted responsibility) or, a Hearing Panel (in cases in which a student has not accepted responsibility and a hearing has been held). In all cases adjudicated before a Hearing Panel and which result in a decision that the student is responsible for the violation, the panel may recommend suspension or expulsion.

- F. When determining sanctions, faculty of undergraduates may choose to use the Educational Resolution Program that is further described below, or may proceed under the Academic Integrity Permanent Record process. Faculty are encouraged to consult with the Office of Student Rights and Responsibilities when weighing these options. Faculty members may only mandate grade-related sanctions, but may recommend the imposition of additional educational experiences and/or suspension or expulsion to an Academic Integrity Hearing Panel. When it is a student's first violation and a faculty member recommends suspension or expulsion, the panel process must be used whether or not the student accepts responsibility and the recommended penalty. In such cases, students who accept responsibility will have a panel whose sole purpose is to determine an appropriate sanction. A recommendation for suspension must also address whether the student is to be withdrawn with or without the loss of credit or assignment of an "F" in the specific course in which the violation occurred. The recommended sanctions apply only to the first violation. The second proven or admitted violation requires either suspension or expulsion as a sanction from the hearing panel.

G. Educational Resolution Program

1. The Educational Resolution Program option is available to undergraduate students with no other Academic Integrity violations. Faculty may make use of the Educational Resolution Program if the faculty member feels the student: (1) has violated the Policy in a minor way; (2) has the attitude and ability to learn from the process; and (3) does not deserve to have a permanent Academic Integrity violation on their record due to the nature of the violation (consideration should be given to the student's year in school and knowledge of Academic Integrity violations).
2. If the instructor still believes there has been a violation, and believes the situation warrants the use of the Educational Resolution Program, the instructor will explain this program to the student. The instructor will complete the Academic Integrity Violation Report Form concerning the violation. The instructor will select option A (Educational Resolution Program) and note the educational experiences from the options and assign due dates. The instructor may also choose to impose a grade-related sanction. If the student successfully completes the Educational Resolution Program by the deadlines indicated, upon graduation, the student's conduct record will not reflect an Academic Integrity violation.

If the student does not successfully complete the educational experiences by the due dates, the Academic Integrity violation will become a permanent record. Faculty will choose one or more of the educational sanctions listed below instead of or in addition to a grade-related sanction.

3. Educational Experiences include:

Complete online Library Tutorial	Write a reflection paper about the experience
Perform community service through a recognized non-profit agency	Attend Geek Week events (September)
Attend Making Better Choices Seminar	Interview a professional in the field of student about ethics and write reflection
Complete online plagiarism video and reflection	Create a handout for other students describing plagiarism and resources to learn about appropriate citations
Meet with reference librarian about important resources, citation and writing style for the field	Submit the next assignment through Turnitin program
Other educational experiences identified by the instructor	

H. Academic Integrity Permanent Record

1. An Academic Integrity Permanent Record designation means that a student's disciplinary record will permanently reflect an Academic Integrity violation. If the instructor determines the situation warrants a permanent record, the instructor will explain this designation to the student. The instructor will complete the Academic Integrity Violation Report Form concerning the violation. The instructor will select option B (Academic Integrity Permanent Record) and note any educational experiences from the options and assign due dates. The instructor may also choose to impose a grade-related sanction. **Failures to satisfactorily complete tasks imposed under the Academic Integrity Permanent Record will result in a hold being placed on the student's account which prohibits the student from registering for classes, receiving their transcript, and graduating. This hold will not be removed until all sanctions are completed.**

2. Educational Experiences include:

Complete online Library Tutorial	Write a reflection paper about the experience
Perform community service through a recognized non-profit agency	Attend Geek Week events (September)
Attend Making Better Choices Seminar	Interview a professional in the field of student about ethics and write reflection
Complete online plagiarism video and reflection	Create a handout for other students describing plagiarism and resources to learn about appropriate citations
Meet with reference librarian about important resources, citation and writing style for the field	Submit the next assignment through Turnitin program
Other educational experiences identified by the instructor	

3. Sanctioning Guide for Faculty Members Using the Permanent Record Process

To aid in the assignment of appropriate sanctions for various violations under the Permanent Record process, the following examples are provided for first violations. Faculty have discretion in assigning any grade-related sanction. When a student is found responsible of a first violation, whether by accepting responsibility during the Faculty-Student Conference or through the panel process, the faculty member makes the final decision about any grade related sanctions. Additional sanctions, including suspension or expulsion, may only be assigned by a hearing panel.

Summary of Charges and Suggested Ranges of Sanctions for the Permanent Record Process

Charge

Suggested Range of Sanctions

Cheating

From redoing an assignment/retaking a test, to F on assignment/test or F in course, to recommendation for expulsion

Failure to cite references

From requiring the student to re-do the paper to a zero on the paper

Submitting, as one's own, work done by or copied from another

From F on assignment to a recommendation for expulsion

Misuse of academic resources

From loss of privileges to use of materials for a set period of time, to repayment of costs of repair or replacement of materials to a recommendation for expulsion.

Falsification by an undergraduate

From requiring the experience to be re-done to an F in the course

Falsification by a graduate student

From F in the course to a recommendation for expulsion

Facilitating academic dishonesty

From F on assignment/test to a recommendation for expulsion

V. PROCEDURES FOR HANDLING ACADEMIC INTEGRITY

A. Faculty-Student Conference

In the event of a suspected violation of academic integrity, the instructor will schedule a conference with the student. The following statements outline the proper sequence of events for such a conference:

1. The faculty member contacts the student in writing via email to inform them that an allegation has been made and a faculty-student conference needs to be held to discuss this matter.
2. At the time of this notification, the instructor shall provide the student with the following statement of rights:
 - The student has the right to postpone the conference for at most two (2) business days if student desires.
 - The student should realize that they are under no pressure, either overt or implied, to admit responsibility. The student may postpone entering a plea for at most two (2) business days after the conference.
 - Before the conference, the student should review the entire *Academic Integrity Policy*. The student is encouraged to consult the Student Government Attorney General staff and/or the Office of Student Rights and Responsibilities.
3. The conference is held. The instructor may invite a neutral observer to the conference. A full time faculty member or academic advisor are suggestions of possible observers. The faculty member should introduce the observer as someone to help insure that the student understands their rights, and will witness the student initialing each of their rights on the Academic Integrity Violation Report Form. The student may bring one support person to the meeting who acts as a silent observer during the conference. During the conference, the instructor shall inform the student of the particulars of the suspected violation and the reason(s) for believing such has

occurred (the faculty member is under no obligation at this time to reveal identities of third party individuals who may have reported the allegation). The student should explain their perception of the events.

4. **One of four recourses will be pursued:**

- If the instructor believes the alleged violation is not supported by the facts, it will be dismissed.
- If the instructor still believes there has been a violation, and believes the situation warrants the use of the Educational Resolution Program, the instructor will explain this option to the student. The instructor will complete the Academic Integrity Violation Report Form concerning the violation. The instructor will select option A (Educational Resolution Program) and note the educational experiences from the options and assign due dates. The instructor may also choose to impose a grade-related sanction. If the student successfully completes the Educational Resolution Program by the deadlines indicated, upon graduation, the student's conduct record will not reflect an Academic Integrity violation. If the student does not successfully complete the educational experiences by the due dates, the Academic Integrity violation will become a permanent record.
- If the instructor still believes there has been a violation, and the situation warrants a permanent record of an Academic Integrity violation, the instructor will explain this designation to the student. The instructor will complete the Academic Integrity Violation Report Form concerning the violation. The instructor will select option B (Academic Integrity Permanent Record) and note any educational experiences from the options and assign due dates. The instructor may also choose to impose a grade-related sanction. **Failures to satisfactorily complete tasks imposed under the Academic Integrity Permanent Record will result in a hold being placed on the student's account which prohibits the student from registering for classes, receiving their transcript, and graduating. This hold will not be removed until all sanctions are completed.**
- If the student disagrees with the finding, the instructor will request a hearing by completing the Academic Integrity Violation Report Form and forwarding it to the Office of Student Rights and Responsibilities along with all supporting

documentation and/or evidence after the conference.

5. All completed Academic Integrity Violation Report Forms are to be submitted to the Office of Student Rights and Responsibilities along with all supporting documentation and/or evidence after the conference for appropriate action.
6. If an accused student fails to respond to faculty notification of the Faculty-Student Conference via UNCG email address within five (5) business days, the accused student will forfeit the options described above. In this case, the faculty member will make a decision based on the information available and the accused student may be found responsible of the violation. Any sanctions determined by the faculty member will subsequently go into effect. The student will be notified in writing of the outcome by the Office of Student Rights and Responsibilities.
7. A student may not withdraw from a course to avoid an academic integrity allegation or assigned sanction resulting from a proven allegation.
8. If the student admits to the violation and accepts the sanction, or is found responsible in the hearing process, and if this is the student's second violation, suspension or expulsion shall be mandatory. The hearing panel will make a decision regarding the sanctions. The Office of Student Rights and Responsibilities shall then report the decision in writing to the student and the faculty member.

B. Academic Integrity Hearings

1. An academic integrity hearing will be held if the student does not admit to the violation.
 - A request for the hearing shall be made by the faculty member to the Office of Student Rights and Responsibilities on the Academic Integrity Violation Report Form.
 - Within five (5) business days after the charge is received, the Office of Student Rights and Responsibilities shall contact the accused and provide information concerning scheduling.
 - The Office of Student Rights and Responsibilities shall proceed to select a hearing panel as described under this *Policy*, and except as otherwise directed under the Academic Integrity Policy, shall convene and conduct that panel in a hearing under the terms described in the *Student*

Code of Conduct. Any appeal from the decision of the hearing panel will be directed in the manner prescribed by the *Student Code of Conduct*.

2. Cases occurring during summer sessions for which a hearing is requested present special problems due to the brief term and the limited availability of hearing committee members. Such hearings shall be conducted, when necessary, through ad hoc committees appointed by the Office of Student Rights and Responsibilities. Regularly enrolled UNCG students attending the summer session may ask to have their cases heard by such committee or postpone the hearing until the beginning of the regular semester when the normal hearing process is available, at the discretion of the Office of Student Rights and Responsibilities. Such carryovers of hearings may also be utilized for students, other than students nearing graduation, who request hearings at periods when there is not sufficient time remaining in the regular academic year to arrange for the hearing process.
3. The authority of the hearing panel is limited to the work and/or course in which the violation has occurred and to a finding of “responsible” or “not responsible.” The faculty member retains final discretion in assigning the grade related sanction if the student is found “responsible,” unless the student alleges and proves that the faculty member’s decision was based upon personal malice or illegal motive. The panel can assign educational sanctions in addition to the grade-related sanction assigned by the faculty member.
4. All decisions before academic integrity hearing panels must be decided according to whether it is “more likely than not” (preponderance of evidence) that the alleged violations have occurred. In finding responsibility under this standard of proof, a panelist must be convinced based upon information presented in the course of the hearing that the conduct described is more likely than not to have occurred.
5. Under the federal Family Educational Rights and Privacy Act (FERPA), the hearing is considered part of the student’s educational record. The hearing is therefore closed to the public and all matters pertaining to the hearing are considered confidential under FERPA. No aspect of the proceeding is to be discussed outside the hearing room except what is allowed by FERPA. Breach of this confidentiality or falsification in a hearing process will be considered violations of the Student Code of Conduct and

subject to conduct action.

C. Peer Reported Violations

If a student suspects another student of a violation of the *Academic Integrity Policy*, he/she is urged to inform the instructor and/or the Office of Student Rights and Responsibilities of the alleged circumstance. In such cases, the instructor is urged to arrange a conference with the accused student as provided in the Faculty-Student Conference, above. If a student falsely accuses another student of a violation, they will be subject to disciplinary action under the *Student Code of Conduct*.

VI. STUDENT RIGHTS AND OTHER CONSIDERATIONS

- A. Right to postpone the Faculty/Student Conference for two (2) business days.
- B. Right to postpone entering a plea for two (2) business days.
- C. Student is under no pressure, either overt or implied, to admit responsibility.
- D. Right to plead not responsible and have matter go through the Academic Integrity Hearing Panel process.
- E. Student cannot withdraw from a class in which an Academic Integrity Violation is alleged or has occurred.
- F. Student cannot grade replace a course in which an Academic Integrity Violation has occurred.
- G. Student may consult with the Student Government Attorney General (234 Elliott University Center) and the Office of Student Rights and Responsibilities.
- H. Student may bring a silent support person to the Faculty-Student Conference.
- I. Dishonesty as part of the Academic Integrity allegation process (including information shared during a Faculty-Student Conference) is itself a violation of the Academic Integrity Policy and student will be charged with falsification under the Academic Integrity Policy.

VII. CONFIDENTIALITY AND RECORDS

- A. Pursuant to the Family Educational Rights and Privacy Act (FERPA), Academic Integrity proceedings will be closed in order to protect education records and information from such records. Academic Integrity

proceedings are considered to be confidential and, therefore, are not to be divulged outside the hearing, subject to applicable policy and law. Violation of the confidentiality of a hearing is a violation of the Student Code of Conduct.

- B. Records generated by the Academic Integrity hearing procedure are maintained in the Office of Student Rights and Responsibilities. These are considered part of the student's educational record under FERPA. These records are accessible only to the student and others as provided by that Act and University policy. These records are also used to follow progress of students under assigned sanctions, including warning, probation, or for assessment/evaluation requirements. Such records are created and purged according to the Student Records Policy (FERPA at <http://sa.uncg.edu/handbook/policies/>). Information about expulsion and Academic Integrity violations may be maintained permanently in the student's conduct record.
- C. The disclosure of an Academic Integrity allegation and/or an Academic Integrity hearing (including, but not limited to, the outcome of the hearing and the sanction, if any) is governed by FERPA. As such, information may only be communicated between UNCG parties who have a "Legitimate Educational Interest" in the communication of the information.
- D. Students who wish to contest information contained in the record, including a request for removal of information from the record, must address such requests in writing to the Vice Chancellor for Student Affairs or designee, who shall review the request and notify the student of any actions related to the contention or request pursuant to FERPA and University policy.
- E. All transcripts or recordings of each panel hearings shall be preserved in accordance with the University's Record Retention Policy (http://policy.uncg.edu/electronic_records/). During this period, the transcript and/or electronic recording may be reviewed by the parties, by appointment. Reasonable conditions for this review will be established by the Dean of Students or designee. Following this period, the transcript or recording shall be destroyed.

VIII. ADMINISTRATION OF THE ACADEMIC INTEGRITY POLICY

- A. The person responsible for administration of the Academic Integrity Policy shall be the Vice Chancellor for Student Affairs or his/her designee, normally the Dean of Students. Duties shall include the following:
 - 1. The Office of Student Rights and Responsibilities shall receive forms recording the agreement that an academic violation occurred

and the sanction assigned for those violations handled by faculty member and student.

2. All requests for hearings on cases of alleged academic violations shall be directed initially to the Office of Student Rights and Responsibilities, who shall then be responsible for drawing the hearing panel, and notifying the student concerning the allegations and conduct of the hearing process in accordance with the standards of the Academic Integrity Hearing Procedures.
3. The Office of Student Rights and Responsibilities shall maintain all records of academic violations by students whether resolved by Faculty-Student Conference or by the judgment of a hearing panel. These files shall be maintained in the Office of Student Rights and Responsibilities in accordance with the *Policy*.
4. The Office of Student Rights and Responsibilities shall provide procedural interpretations of the *Academic Integrity Policy*, make recommendations to the Faculty Senate Academic Policies and Regulations Committee concerning proposed changes in the *Policy* and provide advice and information concerning the *Policy* to the general campus community.

B. The Academic Integrity Faculty Advisory Group

This group shall be composed of one faculty member from each of the Faculty Senate's electoral divisions, plus Chair of the Faculty Senate Academic Policies and Regulations Committee. The faculty members representing the electoral divisions will be appointed by their respective Deans for a two-year term, with the expectation that in units with departments, programs, and/or divisions, appointments will be rotated among these. Convened by the Dean of Students, the Faculty Advisory Group will meet at least once per year; the Chair of the Faculty Senate Academic Policies and Regulations Committee will serve as chair of the convened meeting. Additional meetings may be called by either the Dean of Students or the Chair of the Faculty Senate Academic Policies Committee as needed.

The functions of the Faculty Advisory Group are:

1. To provide each School and College, and the Library with an interested and committed faculty member who can provide leadership to and education of other faculty members on academic integrity matters.

2. To serve as an advisor to other faculty members on academic integrity issues as questions arise.
3. To provide feedback to the Dean of Students and the Faculty Senate Academic Policies and Regulations Committee on matters related to the Policy and its enforcement.
4. To consult with the Dean of Students and the Faculty Senate Academic Policies and Regulations Committee, providing any recommendations and regarding the *Policy* to the Senate Committee for review and possible action.

C. **A Panel of Faculty and Students**

A Hearing Panel shall be selected for those cases in which hearings are requested.

1. Each Hearing Panel shall consist of three faculty and three students drawn from a pool of panelists identified and coordinated by the Office of Student Rights and Responsibilities. When possible, panel members shall be selected to correspond with the affiliation of the student as graduate or undergraduate. No panel member may be selected from the accused student's major department. Four panelists evenly divided between faculty and students must be present for the duration of the hearing in order for the hearing to proceed.
2. Attendance at the hearing shall be limited to the accused student(s) and Student Conduct Advisor, one support person who may not interact in any way during the hearing, faculty member(s) making the allegation and Case Coordinator, members of the hearing panel and the Dean of Students or his/her designee serving as hearing officer. The Hearing Officer may approve the presence of others as necessary due to the nature of the case or in the interest of training new panelists.

Appendix A: Encouraging the Practice of Academic Integrity

1. Student Obligations

- a. Students should recognize their responsibility to uphold the *Academic Integrity Policy* and to report apparent violations to the appropriate persons. Students who do not understand the *Policy* or its application to a particular assignment are responsible for raising such questions with their faculty member. By enrolling in the University, each student agrees to abide by the *Academic Integrity Policy*. At the faculty member's discretion, each student may be required to attest to abiding by or sign the Academic

Integrity Pledge given below on all major work submitted to an instructor. A student's work need not be graded until they have signed the statement. In signing the pledge, the student indicates their knowledge that the *Academic Integrity Policy* governs their academic activities at the University.

Academic Integrity Pledge:

I HAVE ABIDED BY THE UNCG ACADEMIC INTEGRITY POLICY ON THIS ASSIGNMENT.

Signature _____ Date _____

- b. During the orientation period for new students, students are asked to affirm their understanding and acceptance of the principles of the *Academic Integrity Policy* as follows:

Academic Integrity Policy: Statement of Personal Responsibility

My words and actions will reflect Academic Integrity. I will not cheat or lie or steal in academic matters. I will promote integrity in the UNCG community.

2. Faculty Obligations

Faculty members are expected to become familiar with the Academic Integrity Policy and to take the lead in discussing the meaning of academic integrity with all students. For example, faculty can and are encouraged to clarify their expectations on the course syllabus. Early in their courses, they shall state clearly course requirements and expectations including examination procedures and grading rationale as they relate to the Academic Integrity Policy. Faculty should inform students of any requirement to submit signed copies of the Academic Integrity Pledge for all major written assignments. Most importantly, faculty members must recognize their responsibility to exemplify the values of academic integrity in their own conduct and to convey by example as well as precept their expectation that the Policy shall be followed in all University activities in which they have a part.

3. Guidelines for Academic Work and Examinations

Early in the course the instructor should make special efforts to explain to the class what constitutes plagiarism. Examples of acceptable and unacceptable style for acknowledging source material should be presented. Faculty should relate to students specific instances where the Policy may apply in a class assignment; for example, the prohibition against cheating as applied to out of class assignments or the place for group versus individual work. Such information is especially important to students early in their academic experience. Prior to examinations, the instructor should do whatever possible to arrange room conditions for examinations so as to reduce temptations to violate academic integrity. Such conditions may include arranging for as widely spaced

seating as possible, preferably using alternate rows, and the use of “scrambled” versions of multiple choice type tests. The instructor should elect to remain in the classroom during the administration of an examination or provide for other qualified proctoring of the examination.