

HOW ARE ACADEMIC INTEGRITY VIOLATIONS SANCTIONED?

The severity of the sanction is dependent on the nature of the violation and your disciplinary history.

Special Note: *If you do not resolve the allegation within 12 business days, the University will presume that you have decided to accept the charge of a policy violation and will proceed with sanctioning. This could happen without your involvement or input.*

Possible administrative sanctions include (but are not limited to):

Non-Academic Disciplinary Probation: written notice that if you violate the UCSD's Policy on Integrity of Scholarship again during a specified period of time, you will incur more serious discipline (such as suspension or dismissal from UCSD).

Suspension or Dismissal: termination of student status for a specified or indefinite period of time. Conditions for your return may be imposed and may require approval of the Chancellor.

Educational Sanction with Fees: may include the Academic Integrity Seminar, a seminar coordinated through the Academic Integrity Office. The seminar cost is \$75.00.

Reflection Paper: A paper reflecting on expectations of students in college pertaining to academic integrity and honesty, citing appropriate sources.

Exclusion From Areas of Campus/Official University or UCSD Functions: can be imposed, for cause, on a suspended or dismissed student.

For more information on administrative sanctioning guidelines used by the University, please visit the academicintegrity.ucsd.edu website.

The academic sanction is at the full discretion of the reporting Instructor, but typical sanctions are a:

- Failing grade on the assignment, quiz or exam in which the cheating took place;
- Failing grade in the course; or,
- Any other type of grade reduction.

Special Note: *The grade you earn resulting from an academic integrity violation remains factored into your overall UCSD GPA regardless if you repeat the course.*

WHAT IMPORTANT DEADLINES SHOULD I KNOW?

The following deadlines are established in the UCSD Policy on the Integrity of Scholarship; you should read these provisions carefully. A brief summary is provided here for your convenience. Note both the number of days allowed for each action and the starting point from which the days are counted.

"Business days" means days when the university is open for regular business.

Misconduct Notification & Meeting with the Appropriate Administrative Authority (AAA):

You have **12 business days from the** date of notification of the academic integrity violation allegation to meet with the AAA, discuss the allegation (s) and resolve the allegation. To resolve the allegation, you must either accept responsibility for the violation or contest the allegation and request to have your case reviewed by the Academic Integrity Review Board (AIRB).

Informal Resolution:

If you accept responsibility for the academic integrity violation during your meeting with the AAA, the proposed administrative sanctions will be presented to you.

Formal Resolution (Academic Integrity Review Board):

If you contest the academic integrity violation allegation during your meeting with the AAA, your case will have to proceed to the Academic Integrity Review Board (AIRB) for an AI Review (Review). This will delay the resolution of the violation allegation, normally into the next academic quarter.

You will receive at least 10 business days notice of the date and time of the Review.

You have 5 business days prior to the date of the Review to:

- Object to the time/place of the Review (must be in writing to the Presiding Officer).

You will receive, via email, the Review Board's findings within **5 business days after the conclusion of the Review.**

Appeals:

You can appeal the findings of the Review Board and/or the severity of the administrative sanction(s) by emailing your appeal to the Academic Integrity Office (aic@ucsd.edu) by the following deadlines:

- within 5 business days of receiving the sanctions from your dean, you can appeal the severity of the administrative sanctions
- within 5 business days of receiving the AI Review findings, you can appeal the Review Board's findings based on procedural issues or new evidence

The AI Office will forward your appeal to the appropriate body (the Council of Provosts for undergraduates and the Dean of OGS for graduate students) and you will normally receive a response within **10 business days from the date you submitted your appeal.**

ESSENTIAL INFORMATION

Academic Integrity Violation Allegations

University of California, San Diego



OVERVIEW

This brochure is designed to assist students who are alleged to have violated the Policy on Integrity of Scholarship (i.e., committed an academic integrity violation). It summarizes, in everyday language, many important sections of the UCSD Policy, which can be found on-line at <http://academicintegrity.ucsd.edu>. **In the event that there are contradictions between this document and the Policy, the Policy supersedes.**

If you are alleged with an academic integrity violation, you have the right to receive notice of the allegation and an opportunity to be heard. Your first opportunity to be heard is with an Appropriate Administrative Authority (AAA)¹. If the allegation cannot be resolved informally with your Dean, you have the right to be heard before the Academic Integrity Review Board (Board). If the findings of the Board are not in your favor, you have the right to appeal that decision. You also have the right to appeal the sanction(s) imposed.

The procedures to be followed for each of these steps are set forth in the UCSD Policy on the Integrity of Scholarship. Please note that the Policy contains certain deadlines that must be met at various stages of the process. Those deadlines are also summarized in this brochure.

From the UCSD Policy on Integrity of Scholarship

Integrity of scholarship is essential for an academic community. The University expects that both faculty and students will honor this principle and in so doing protect the validity of University intellectual work. For students, this means that all academic work will be done by the individual to whom it is assigned, without unauthorized aid of any kind. Instructors, for their part, will exercise care in planning and supervising academic work, so that honest effort will be upheld.

¹ Throughout this document, AAA refers to a college Dean of Student Affairs, Assistant Dean of Graduate Division, Extension Studies Registrar, or Summer Sessions Director.

WHAT ARE MY RIGHTS & RESPONSIBILITIES?

You are responsible for honoring the Policy on Integrity of Scholarship ("the Policy"), which states that you must complete your coursework in compliance with your Instructors' standards. You must not engage in any activity that involves attempting to receive a grade by means other than honest effort.

If an Instructor suspects that you have violated academic integrity s/he is responsible for reporting the alleged Policy violation to the Academic Integrity Office. This report affords you due process—the right to be notified and heard. The Instructor does not have to meet with you individually before reporting the allegation, but he/she may choose to do so.

- Once reported, you will receive written notice from an AAA, including a brief statement of the alleged academic integrity violation, the availability of help and the name of the staff member that you should contact. This is included in the "Policy on Integrity of Scholarship Notification" letter you receive.

During your meeting with the AAA, they will review the procedures and invite you to ask any questions about the Policy or process. The AAA will explain the allegation(s) involving you and will invite you to participate in a discussion toward an informal resolution of the allegation(s).

- Within certain limits, the University must provide details of the allegation against you (e.g. identify parties with relevant information, show you the supporting documentation). You may request copies of these documents.
- You may hear proposed sanction(s) as part of the informal resolution process.

If you accept responsibility for the misconduct as alleged, sanctions will be applied (see the How Are Academic Integrity Violations Sanctioned? section of this brochure).

- Under the terms of an Informal Resolution Agreement, you may both accept responsibility and appeal the severity of the administrative sanction(s) (see the What important deadlines should I know? section of this brochure).

You may take the position that the allegation has no merit or that you are not responsible. If you do, you have the right to be heard by the Academic Integrity Review Board (see, What happens in an Academic Integrity Review?).

You are considered "not responsible" until you either accept responsibility or an Academic Integrity Review Board has found you responsible.

You also have the right not to have a grade assigned in the class until the Policy violation allegation is resolved. However, you are responsible for continuing in the course; you may not **drop the class while the allegation is pending.**

WHAT HAPPENS IN AN ACADEMIC INTEGRITY REVIEW?

The purpose of the Academic Integrity Review is to provide you with the opportunity to be heard by a fair and impartial panel of faculty and students. The Review is presided over by an AAA who is not the AAA with whom you met in the informal resolution.

You will be asked before the Review to submit any relevant documentation and names of Relevant Parties (people who have relevant information pertaining to the allegation(s) under consideration).

Prior to convening the Review, the Panel will review materials submitted by you and the Instructor. During the Review, the Panel will normally ask questions of all Relevant Parties. Everyone present at the Review, including you, can ask questions of anyone else present at the Review.

- You are encouraged to seek out assistance in preparing for the Academic Integrity Review. However, only the AS Office of Student Advocacy can accompany you in the Review.

The Review Panel deliberates in private. Their job is to make a decision based on "a preponderance of the evidence," that is, "would a reasonable person determine that it is "more likely than not" that you violated the academic integrity policy as alleged?" The decision is reached by a simple majority of the Panel members.

You will receive notification of the Panel's decision via email within 5 business days of the Review.

- If you are found "responsible," you will meet with an AAA to review the sanctions and implications of the finding.
- If you are found "not responsible," you have the option to withdraw from the course, without indication of the course on your transcript. Alternatively, you have the right to complete the course without prejudice.

ASSISTANCE IS AVAILABLE!

You may request help from any of the following campus resources:

**Academic Integrity Peer Educators:
858-822-2163 or AIC@ucsd.edu**

**Associated Students Office of Student Advocacy:
858-534- 5920, or as advocacy@ucsd.edu**

**UCSD Student Legal Services Office:
858-534-4374**

WHAT ARE MY RIGHTS AT AN ACADEMIC INTEGRITY REVIEW?

You have the right to receive at least 10 business days notice of the date and time of your Academic Integrity Review, which is normally scheduled no later than 1 quarter from the receipt of the Review request.

You have the right to ask for a meeting with the AI Office to discuss Review procedures, Relevant Parties, or items of evidence.

You have the right to present Relevant Parties (people who have information pertinent to the allegation) and to ask questions of the Relevant Parties presented by the University.

You have the right to be heard by a fair and impartial Review Board. You may "challenge" any Panel member, and the Presiding Officer will determine whether or not that member may participate.

Upon your request, you have the right to have access to most information related to the allegation(s).

You are entitled to be present throughout the Review. Failure to appear at the Review shall not be cause to cancel, postpone, or reschedule the Review.

You may remain silent, and that silence shall not be considered evidence of responsibility.

A digital recording of the Review will be made. You may receive a copy of that recording upon request.

If you are found "responsible," you may appeal the decision. **The basis for the appeal must be either that standards of procedural fairness were violated or new evidence exists that has a substantial bearing on the Review Board's findings.**

Who are the Academic Integrity Student Advisors?

The Academic Integrity Peer Educators are volunteer undergraduate and graduate students who have been trained to provide peer-to-peer advice regarding academic integrity broadly defined (e.g., what is it? How do I ensure it in my own work?) and the Policy and process in more specific terms. Whether you just need a peer to talk to or someone to walk you through the process, contact the AI Office to make an appointment.