

Academic Integrity

A Handbook for UC San Diego Staff

#excelwithintegrity

@UCSDintegrity

<http://academicintegrity.ucsd.edu>

Virtual Front Desk - <https://ucsd.zoom.us/j/476444527>

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SECTION I:

UCSD Academic Integrity Office

**Who We Are, What We Believe &
What We Do**

MISSION

The Academic Integrity (AI) Office promotes and supports a culture of academic integrity in order to reinforce quality teaching and learning at UC San Diego.

CORE VALUES

Collaboration

We believe that when we interweave individual talents, knowledge, and experiences, our mission is most achievable.

Optimism

We believe that bringing positive motivation to our daily work will make a difference and inspire optimism in others.

Dedication

We believe that a focused enthusiasm about our work will enable us to turn beliefs into action even in the face of obstacles or challenges.

Innovation

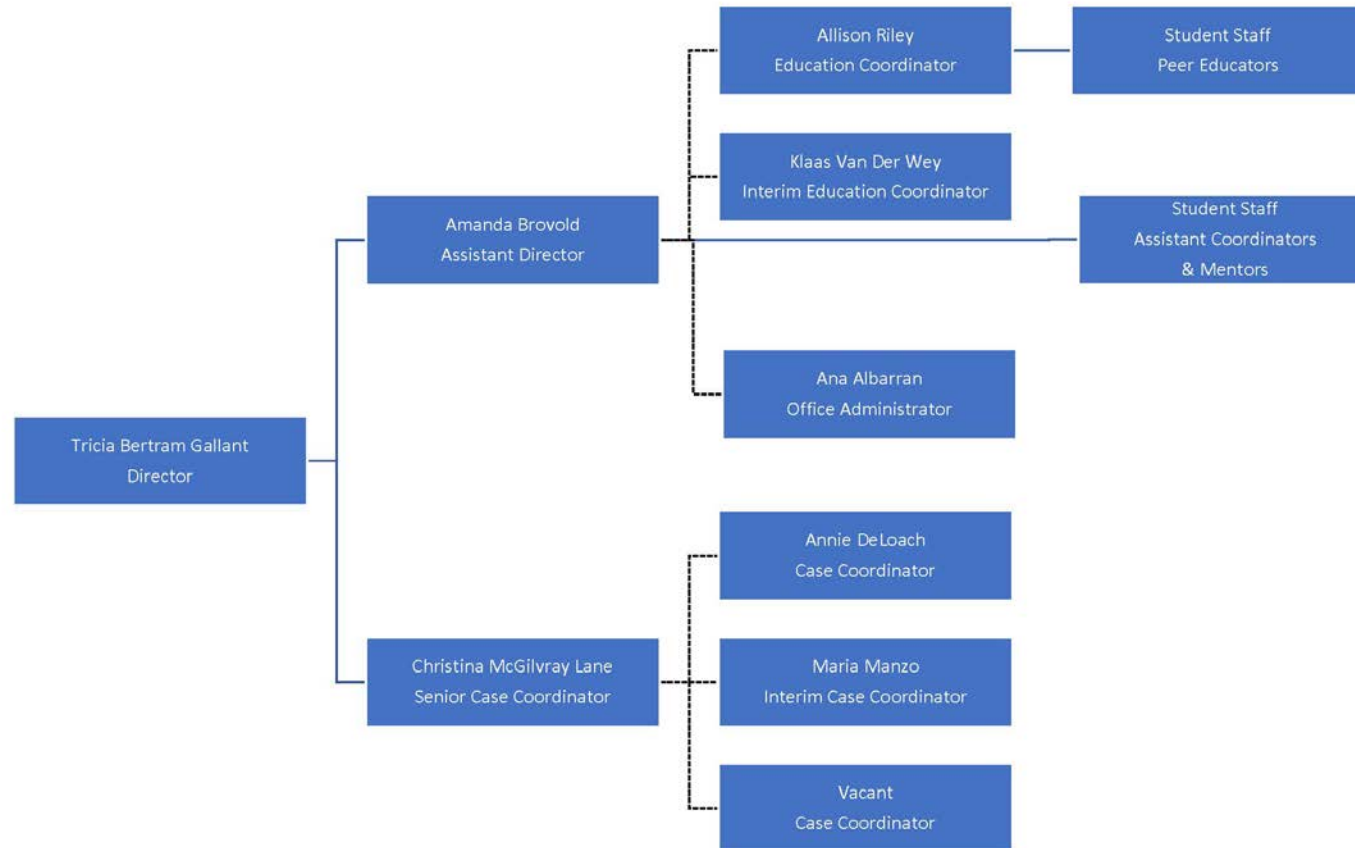
We believe in openly and critically thinking of new ways to serve the campus community and achieve our mission.

Integrity

We act courageously to uphold fairness, honesty, respect, responsibility and trustworthiness, even when it is difficult to do so

For

more



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information on the staff and what we do, please visit <http://academicintegrity.ucsd.edu/about/staff/index.html>

SECTION II: HOW WE VIEW ACADEMIC INTEGRITY @ UCSD

What is academic integrity?

We adopt the International Center for Academic Integrity (ICAI)'s definition of academic integrity – having the courage to uphold honesty, responsibility, respect, fairness, and trustworthiness even when it is difficult to do so. Our goal is to help every UCSD student excel with integrity and we do this primarily by working with campus partners to promote and support a culture of integrity.

A culture of integrity is one in which the norms, values and behaviors support integrity rather than cheating, and therefore is one in which cheating is the exception and integrity is the norm.

This means that even in a culture of integrity, cheating will still occur.

This is because even good people can make bad decisions when uninformed, stressed, pressured or tired. And, this is also because in every environment, there are people who will choose to act in ways that are not aligned with the cultural norms and values.

At UCSD, we believe that the majority of students who violate academic integrity standards do so as good people making bad decisions. And thus, every incident of an academic integrity violation is a potential teachable moment.

Unfortunately, cheating is often overlooked and has arguably become tolerated in colleges and universities. It IS impossible to prevent all cheating, but **the goal of the Academic Integrity Office is to help UCSD make cheating the exception and integrity the norm, while helping students learn from their own integrity violations.**

What is cheating?

At UCSD, we define cheating as any behavior that undermines the integrity of material submitted for academic credit (hence the term “academic integrity violations”).

This means that someone can cheat by facilitating a violation by others or by committing the violation themselves.

We categorize academic integrity violations into 5 different types: Assignment/Homework Misconduct (e.g., working on an independent assignment with others; copying an assignment from another), Exam Misconduct (e.g., copying from a neighbor's exam; using an unauthorized aid), Falsification/Fabrication (e.g., altering a graded exam and submitting it for regrade; presenting a false excuse to delay an assessment), Fraud (e.g., having an assessment completed by someone else), or Plagiarism (e.g., submitting an assignment that contains material copied from an unattributed source).

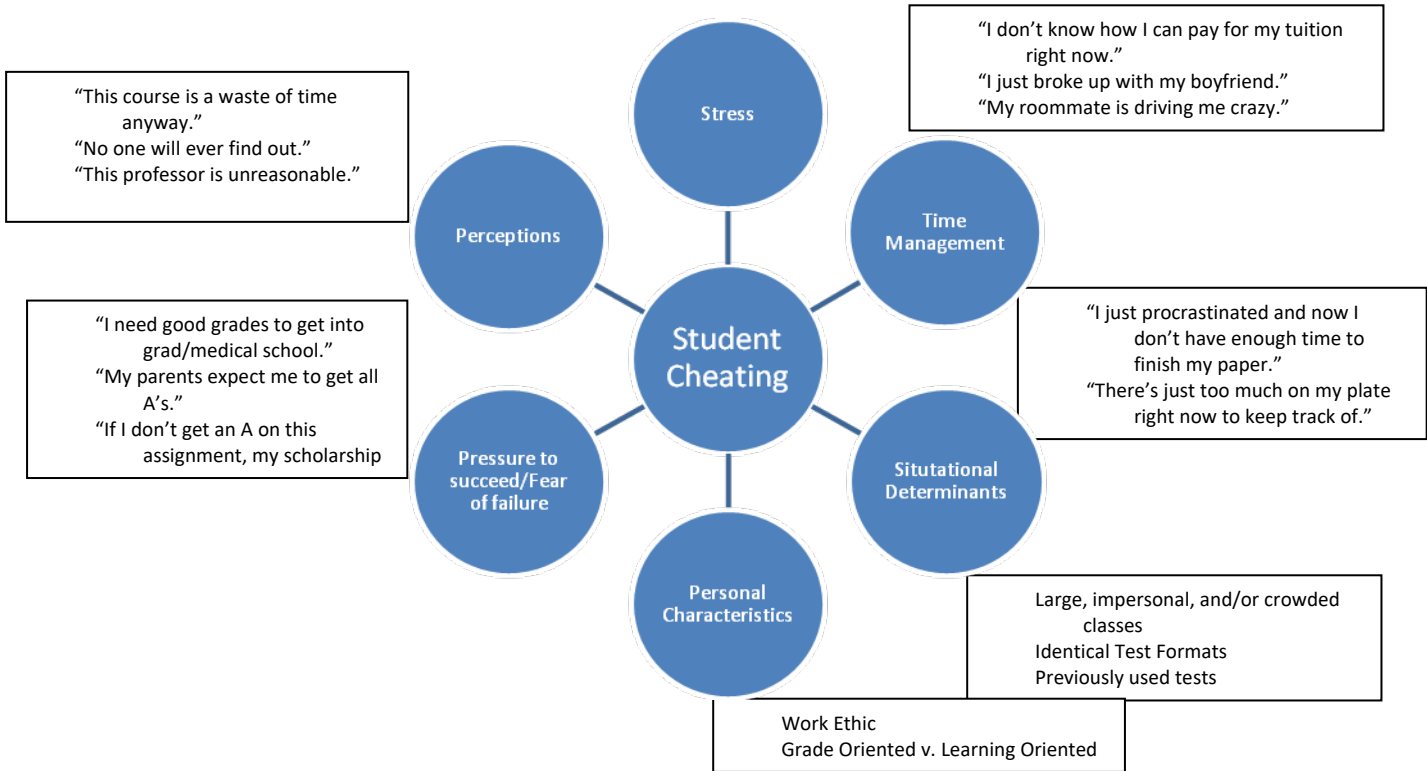
How common is cheating?

- Cheating continues to be endemic at colleges and universities
- 21% students admit to exam cheating, 50% admit to plagiarism, and 8% admit to copying another person's work at least once in a year¹
- In recent years, new technologies, increasing use of collaboration in the classroom, and growing competition to succeed have provided new challenges
- Since 2012, the AI Office receives an average of 660 cases per year, although the number has steadily increased each year (from 549 cases in 2012-2013 to 873 cases in 2015-2016).

¹ McCabe, D.L. (2005). Cheating among college and university students: A North American perspective. *International Journal for Educational Integrity*, 1 (1), 1-11.

What causes students to cheat?

This is actually a complicated question to answer as there are many factors that can lead a person to cheat.



Why is cheating detrimental?

- Deprives students of important learning opportunities and demonstration of knowledge
- Reduces the ability of the teacher to honestly and fairly evaluate student's independent knowledge and abilities
- Undermines the value of grades and degrees
- Erodes the teaching and learning mission of the university

How do we counter a culture of cheating?

Instructors & Instructional Assistants

- Clearly state academic integrity policy at the beginning of the class, clearly defining what is/is not allowed
 - Clarify the possible consequences of cheating
 - Utilize Turnitin to identify potential plagiarism
- Require draft versions of papers and provide feedback to minimize procrastination
 - Use different versions of/don't re-use exams
 - Use essay format rather than multiple choice answers
- Space students apart and use adequate number of proctors during tests
- Require students to leave personal items at the front of the room during tests
 - Require students to show/explain their work
 - Report students suspected of violations promptly
- Model integrity, be consistent with espoused values
 - Infuse integrity into the curriculum

Students

- Be responsible, educate yourself on your obligations as a student by reading the conduct policies
 - Develop a plan to follow when you face an ethical dilemma
 - Set an example for fellow students
 - Give yourself enough time to do your homework
- Don't share/collaborate on work without permission from your professor
- Always check with your professor/TA if you have a question on what is allowed
 - Cover your exams while you are working
 - Don't bring unauthorized cheat sheets to exams
 - Notify your professor if you see cheating
- Become a Peer Educator to help promote academic integrity

Who is responsible for Academic Integrity?

Administration

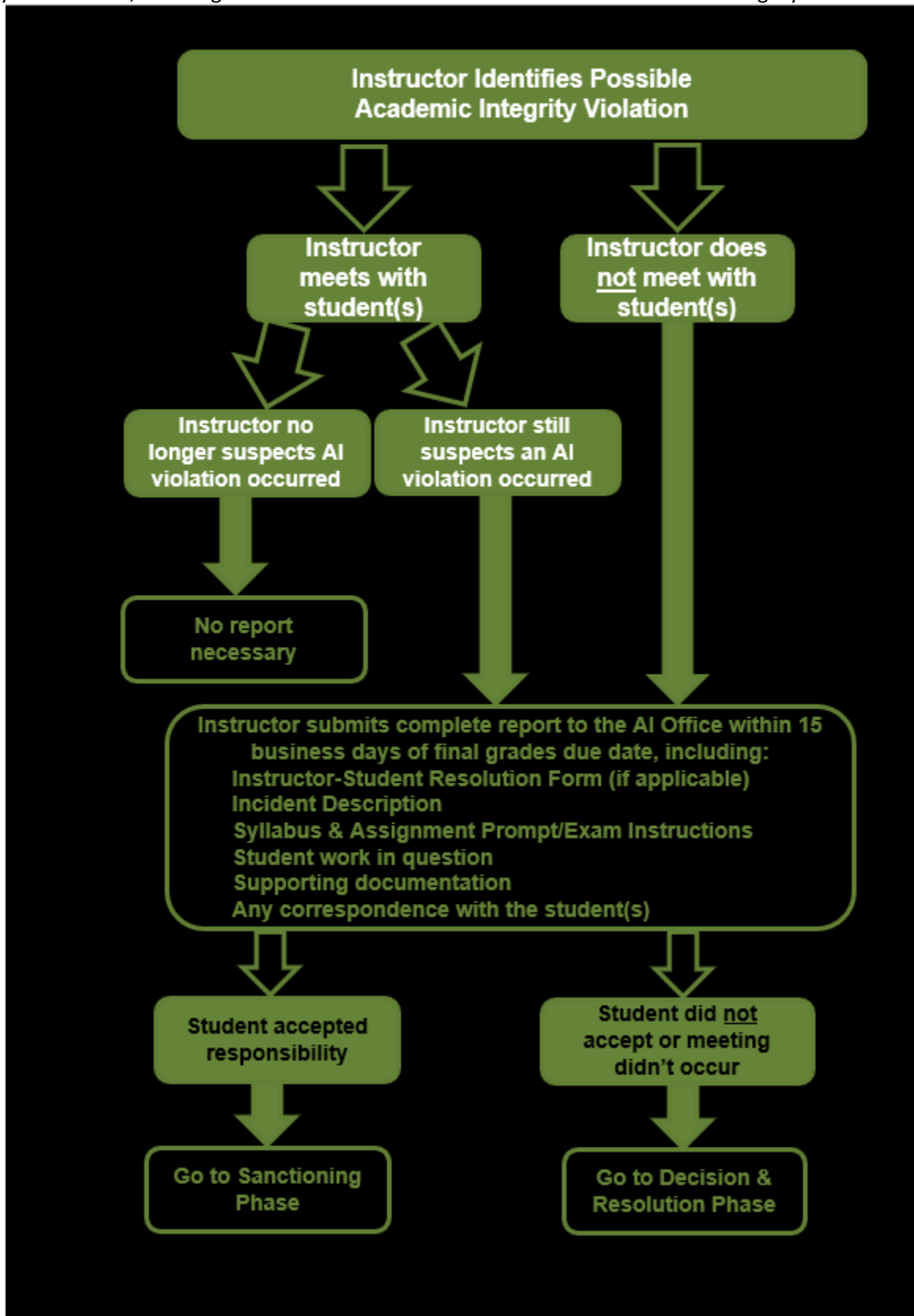
- Provide students/faculty with the resources needed to fulfill their responsibilities
- Provide clear information on policies, procedures, and consequences
- Set up policies and programs that develop and support actions of integrity
- Provide students with opportunities to develop ethical reasoning skills and moral judgment, and to learn from mistakes
- Model integrity and be consistent with espoused institutional values
 - "Brand" academic integrity so it becomes part of the institutional identity
- Ensure due process for students alleged of misconduct

Parents, Community, & Alumni

- Support and model ethical behavior
 - Value learning more than grades
- Set high expectations within the bounds of honest effort
- Encourage students to assess strengths and weaknesses and to set realistic goals
 - Show appreciation for hard work

For more information about academic integrity and cheating in school, you can borrow books from the AI Office Resource Library, including books written by our very own Dr. Bertram Gallant.

SECTION III: UCSD'S Academic Integrity Policy & Processes



Policy on Integrity of Scholarship

Glossary

The language we choose to use is critical for communicating the essence of academic integrity, the Policy, and the process. Academic integrity is a central value of higher education, but so is education, including the education and development of students who may violate the Policy. Thus, we try to avoid language that is legalistic, adversarial, or condemnatory in order to help create an atmosphere that is collegial and focused on learning. In other words, our language can help protect our institutional integrity.

As UCSD community members, we encourage you to adopt this language and help us create an educative, fair, and just system.

Word/Term	Definition
AAA	The AAA (Appropriate Administrative Authority) meets with the student once a violation has been reported to the AI Office. The AAA will either be an AI Office Case Coordinator, a College Dean of Student Affairs, the Assistant Dean of Graduate Division, the Summer Sessions Director or the Extension Studies Student Affairs Manager (depending on the students involved in the case)
Academic Integrity Seminar	An educational opportunity taken by many students after a confirmed academic integrity violation. The Seminar leverages the teachable moment that comes from the experience. See Section IV for more information.
Academic Integrity Violation	A student's action or behavior that undermines the academic integrity standards of the University.
Academic Sanction	The grade penalty that an Instructor can give in response to a confirmed academic integrity violation.
Accept Responsibility	When the student meets with the AAA, they can agree that their behavior violated academic integrity standards.
Administrative Sanctions	The sanctions (warning, disciplinary probation, suspension or dismissal) that are imposed by the AAA in response to a confirmed academic integrity violation.
AIRB	The AIRB (Academic Integrity Review Board) is a group of faculty, undergraduates, and graduate students appointed by the University to review and decide on alleged violations of academic integrity when the student has not accepted responsibility.
Allegation	The report that a student's behavior has potentially violated academic integrity standards

Allegation Withdrawal	A decision that the Instructor can make if new evidence suggests that the student did not violate academic integrity standards (this can only be done before the student accepts responsibility or is held responsible)
Appeal	The process by which a student can ask the Council of Provosts or the Dean of Graduate Studies for a new Review (after they've been held responsible) or a reduction in the imposed sanction (after they've accepted responsibility or been held responsible by the AIRB)
CDSA	Council of Deans of Student Affairs, a body made up of the 6 College Deans of Student Affairs. CDSA imposes the administrative/disciplinary sanctions for academic integrity violations committed by undergraduate students.
COP	Council of Provosts, a body made up of the 6 College Provosts. COP hears student appeals of AIRB decisions AND sanctions for undergraduate students.
Held Responsible	A decision of the AIRB that a student violated academic integrity standards.
Instructor	The Instructor of record for the course in which the policy violation allegedly occurred.
Involved Student	The Student who is suspected of being involved in the academic integrity violation.
Not Held Responsible	When the AIRB finds insufficient evidence to hold the student responsible. The allegation is removed from the student's record and the student has the option of receiving the grade earned or retroactively withdrawing from the class in question.
Panel	Short form for Academic Integrity Review Board Panel. For a Review I, the Panel is comprised of 1 faculty and 1 student member of the AIRB. For a Review II, the Panel is comprised of 3 faculty, 1 undergraduate, and 1 graduate student members (or at least 2 faculty and 1 student member). The Panels review contested allegations of academic integrity violations.
Policy	Short form for the "UCSD Policy on Integrity of Scholarship"
Policy Violation	Another term for "academic integrity violation".
Relevant Party	A person who has relevant information pertaining to the Policy violation allegation under consideration by the Panel. A Relevant Party is most often a teaching assistant, a UCSD instructor, or a UCSD student who must be present at the Review.
Review I	Short form for Academic Integrity Review I, an informal hearing for students who are contesting a non-separable academic integrity violation.
Review II	Short form for Academic Integrity Review II, a formal hearing for students who are contesting a separable academic integrity violation.

Academic Integrity Violations Process: Campus Players & Roles

Academic Integrity Office (AIO) aio@ucsd.edu https://ucsd.zoom.us/j/476444527	Functions as the central administrative office for managing the Policy on Integrity of Scholarship and its corresponding processes. The AI Office initiates academic integrity violation allegations and conducts resolution meetings. The AI Office is also responsible for educating the campus community on academic integrity.
Academic Integrity Review Board (AIRB)	A body of faculty, undergraduate and graduate students who review contested allegations of Policy violations and make determinations of a student's responsibility. The review board in an objective and impartial panel. They examine evidence and make a determination of what most likely occurred. This is not a legal process.
Advisors	Any member of the UC San Diego community who has been trained by the AI Office to provide support to Instructors and Students going through the AI Review process.
Appropriate Administrative Authority	Deans of Student Affairs (undergraduates), the Assistant Dean of Graduate Studies (graduate students), Extension Registrar (extension students), and Summer Sessions Director (summer session, non-matriculated students) meet with students about Policy violations. Their job is to review the allegation with the student. They are also responsible for sharing with the student their options (i.e., accepting responsibility or contesting the allegation) and the likely sanctions that will result.
AS Office of Student Advocacy Email: asadvocacy@ucsd.edu Phone: 858 534-5290 4th floor Price Center east	An Associated Students Office with student staff who help students in conflicts with the University. Students may be accompanied by an Advocate in an Academic Integrity Review.
Instructors	Instructors are the only persons who can officially submit a report to the AIO. They are ethically obligated to report suspected cheating to the AI Office. Professors participate in the AI Review if one is requested by the student.
Instructional Assistants	The IAs are also ethically obligated to report cheating to the Instructor and can submit official reports to the AIO on behalf of the Instructor. They may also participate in an AI Review.
Integrity Peer Educator Ext 42715 integrity@ucsd.edu	A student who volunteers and received training to act in the role of advisor on process & policy. They are available for office hours, act as role models, and are leaders in educational and outreach activities.
Ombuds Office Phone: (858) 534-0777	An impartial and confidential office to which students can go to for assistance/advice in resolving conflicts with another party. The Ombuds Office does NOT get involved in the process, they usually just talk with the student and refer them to other people/offices.
Provosts/Dean of Graduate Studies	Provosts (undergraduates) and the Dean of Graduate Studies (graduate students) review student appeals of the administrative sanctions and/or the AIRB determination of responsibility.
Student	Students are expected to abide by academic integrity standards and, if alleged with a violation, follow the Policy and process and, most importantly, admit responsibility if they did violate the Policy.

Integrity of Scholarship Fundamentals

At the University of California, San Diego, the standards for the completion of academic work by students enrolled in official University undergraduate and graduate courses are stipulated in the [Policy on Integrity of Scholarship](#) (the “Policy”), and the procedures for resolving academic integrity violations are stipulated in the its [corresponding Procedures](#). The Policy falls under the jurisdiction of the Academic Senate, specifically the Educational Policy Committee (EPC), but its daily implementation is overseen by the Academic Integrity Office (AI Office). The AI Office also chairs the Procedures Committee which makes decision about procedural changes, which are officially approved by EPC.

In a complex academic world in which the rules for academic conduct are often vague and implicit, the intent of the Policy is to help members of the community understand their responsibilities and the process for resolving disputes over rules and allegations of rule violations.

The Policy covers the following topics:

1. Roles and Responsibilities for Upholding Academic Integrity
2. Roles and Responsibilities for Resolving Academic Integrity Violations
3. Policies Governing the Procedures for Resolving Suspected Academic Integrity Violations

Briefly, the highlights of the Policy are:

1. no student shall engage in an activity that undermines academic integrity or facilitates academic integrity violations by others
2. If there are any course-specific rules required by an instructor for maintaining academic integrity, the instructor shall also inform students of these in writing.
3. The instructor shall report all suspected academic integrity violations to the Academic Integrity Office (AIO)
4. There are many different administrators who have roles in the process of resolving academic integrity violations; in this Policy and the corresponding Procedures, they are all referred to as the Appropriate Administrative Authority (AAA)
5. If a student does not follow the Procedures within the established timelines, they will be presumed to have decided to accept responsibility.
6. A student may appeal a responsibility determination of an AI Review I or II, the academic sanction determined by the instructor, and/or an administrative sanction of suspension or dismissal.
7. Until an allegation of an academic integrity violation has been resolved, the assigned “X” grade for the course will remain, but the student’s transcript will show a blank grade for the course.
8. A student shall not be allowed to withdraw from a course if an instructor has filed an Intent to Report [\[i\]](#) or an Allegation Report to the AIO within the timeline specified in the Procedures.
9. If a student has been found responsible for an academic integrity violation, the grade assigned by the instructor will be counted in the GPA even if the course is retaken.
10. If the administrative sanction is suspension or dismissal, the fact that a student was suspended or dismissed for academic dishonesty must be posted on the academic transcript for the duration of the sanction.

Student Rights

As mandated by law and ethical principles, students have a fundamental right to a fair process which includes the “right to receive notice” of impending disciplinary action and the “right to be heard” before disciplinary sanctions are imposed on them by the University.

The “right to receive notice” is fulfilled by the Instructor reporting the allegation to the AI Office, the AI Office notifying the Appropriate Administrative Authority (AAA), and the AAA sending a notification from the student. The Student has 12 business days from the date of the notice to accept or deny responsibility for the Policy violation.

The “right to be heard” is nominally fulfilled by providing the Student the opportunity to meet with the AAA. In line with the majority of higher education institutions, UCSD takes this right one step further to allow the student the right to be heard in an Academic Integrity Review by an unbiased Panel of community members (the AIRB).

The Review is a fundamental component of this right to a fair process, as it provides the student the forum to be heard by an unbiased, impartial panel of faculty and students, members of the University community who have a particular interest in ensuring integrity in academics as well as in the Policy and process itself.

SECTION IV: AI Training

After an academic integrity violation, a student will be assigned to take AI Training. This is one way in which we leverage the violation for a teachable moment.

The following pages describe the different educational opportunities afforded to students. The AI Seminar is the most commonly assigned opportunity and the AI Office educates about 500 students per year through the Seminar.

Overall, we receive high ratings from students on all of our educational opportunities.

See <http://academicintegrity.ucsd.edu/excel-integrity/ai-training/index.html> for more information and student instructions for completing their AI Training

What Past Students Have Said About AI Seminar:

“It was welcoming that our individual cases were not brought up and that we were clearly here to discuss and learn about Academic Integrity & not just as punishment. The openness and friendly discussions were good.”

“I really appreciated the instructor's and TA's objectiveness and how they connected to the students. They weren't strictly 'by-the-rules' in that they considered arguments both for and against the rules of the university. I thought it widened my perspective about academic integrity.”

“I liked the way the instructor felt comfortable with the students and asked us to participate. That played a major role in my understanding.”

“I honestly thought the seminar would be boring and I was pleasantly surprised at how engaging it was and how friendly the instructor and peer educators were. I immediately felt like I could talk to them. The seminar made me think of things in ways I had never approached before.”

“Every UCSD student should have to take this class!”

**SECTION V:
Academic Integrity
Frequently Asked Questions (FAQs)
by Students**

General AI & Cheating FAQs

Is there such thing as “accidental” cheating?

A violation of the Policy is a violation of the policy, but if the violation occurred because the student made a mistake (vs. deliberately arranged for cheating to occur), then the sanctions are usually less severe. A good example is the difference between forgetting quotation marks around one copied sentence versus submitting an entire paper without proper citation; the latter receives more serious sanctions (e.g., suspension)

What if I don’t know if I’m cheating?

It is your responsibility to know the rules. If your professor isn’t clear, ask before you act. This is particularly important for the rules around working with others on homework and assignments. If all else fails, assume that the rule is to do your work “independently” without assistance of any kind; don’t assume that you can work with whomever you want as long as the instructor doesn’t tell you that you can’t.

How can I prevent future urges to cheat when given the temptation & opportunity?

- Identify Personal Motivators: Figure out YOUR reason for acting with integrity and not cheating (e.g., parents would be disappointed, I don’t want to get kicked out of school, I couldn’t live with the guilt)
- Accept Personal Limitations: Be comfortable with getting the grade you honestly “deserve” rather than the grade you wish you could get
- Professor Behind you Test: Imagine your professor is right with you. Would you feel comfortable with the choices you are making? If not, that may be a sign you are crossing a line.
- Make sure your skills are up-to-date. You can work on your time management, study habits and writing skills with the Teaching & Learning Commons. You can ensure you know how to write with integrity by taking the Preventing Plagiarism Tutorial (online) through the University Libraries.

What are some steps/procedures/precautions that I could take to prevent myself from cheating?

- Improve Study Habits: Break up studying into smaller chunks, avoid marathons.
- Take breaks: Get up and move around! Go outside!
- Use UCSD resources: Like The Commons. There are lots of great resources on our campus. Do NOT use non-UCSD sources (e.g., CourseHero, Chegg) who may help you cheat.
- Don’t Procrastinate: Starting earlier can mean spending less time overall AND getting a better product!
- Seek Help from Professor or TA/Tutor.
- Clarify Rules & Expectations. Don’t be afraid to ask!

If I witness cheating, what do I do?

You can tell your professor or TA, preferably. If you are not comfortable doing that, you can tell the AI Office, an AI Peer Educator, or submit a report at <https://students.ucsd.edu/academics/academic-integrity/reporting.html>

What do I do if a student is cheating during a test?

You could write a note on a piece of paper and hand it to them while you're pretending to ask a question. You could write something on your blue book if you are handing in your test while the student is still cheating. You could send an anonymous email.

How do I respond to a friend who asks to cheat off me?

Just say "NO!" All kidding aside, do not let your friends cheat off of you as the "copied from" person is also responsible for violating the policy. It can be difficult to say "no," especially to a good friend or roommate, but you are doing yourself and them a favor by resisting.

What do I do if my friends are cheating?

If you are tired of seeing your friends cheating, try to have a talk with them about what they are doing and the consequences if they get caught. If they won't stop, you could always anonymously report to a professor that there are "students" (nameless) cheating in the class and allow him to figure out who or how to stop it.

AI Process FAQs

What if I am graduating?

You should speak to the AAA. In most cases, you will be able to walk at graduation. You may not be able to receive your degree or official transcripts until your case is resolved.

What do I do if I feel I was unfairly accused?

Follow the process and communicate honestly about the situation.

Do I have any say in defending myself or am I guilty no matter what?

Yes, of course. That's what the Policy is all about---due process---the right to notice and the right to be heard. When a professor reports, it is an allegation of an academic integrity violation only. The process allows you and/or the University to determine if your actions violated academic integrity or not.

The professor thinks I violated academic integrity. Should I continue in the class or drop it?

You have to continue in the Class as it is against Policy for you to withdraw. If you withdraw, you'll be administratively re-enrolled. Besides, since less than a third of professors fail a student for cheating, it is still possible that you could pass the class, even if there was an academic integrity violation.

Should I talk to my professor or TA about the situation?

Depends. What is your purpose? If it is to get them to "take back" the allegation, avoid the temptation to make contact. The Instructor fulfilled his/her professional and ethical obligation to report the suspected violation and if they chose not to talk to you first (as allowed by Policy), then you should try to honor that. It's best to follow the process and talk with the Appropriate Administrative Authority (AAA)---if you would like to talk with the professor, ask the Dean how you should go about it.

What's the purpose of the meeting with the AAA?

The meeting with the AAA provides you with "due process" – that is, your chance to be heard regarding what you know about the allegation. At this point, you can review the facts that led the Professor to suspect a Policy violation and you can accept responsibility for the violation or contest the allegation.

Can I see the evidence against me?

Yes. You can request a copy of the documentation by filling out a form at <http://academicintegrity.ucsd.edu>

Should I ask for a Review if I disagree with the sanctions assigned to me?

No. If you are accepting responsibility for the violation, you do not ask for a Review but instead, you appeal the sanctions by submitting a form found at <http://academicintegrity.ucsd.edu>.

Can I appeal the AIRB's decision and/or the sanctions?

Yes. You can appeal the AIRB's decision IF: a) there were procedural due process violations or b) there was new evidence discovered after the Review occurred. You cannot appeal simply because you disagree with the Panel's determination. You should appeal the sanctions if you believe that they are misaligned with the violation according to the Sanctioning Guidelines found at <http://academicintegrity.ucsd.edu>. You can submit either appeals by filling out a form found at <http://academicintegrity.ucsd.edu>

AI Seminar FAQs

What is the purpose of the AI Seminar?

The purpose of the Academic Integrity Seminar is to provide students with a structured opportunity to learn from their experience.

How do I sign up for AI Seminar?

You will be given instructions from the AAA and from the AI Office for signing up.

What does pass/no pass mean?

When most students think of Pass/No Pass, they are under the impression that they only have to get a C or 70% to pass the seminar. However, Pass/No Pass means exactly what it says: either you pass or fail. All grading is based on if you completed the assignment and followed the guidelines or not.

How hard is the seminar?

The seminar is not difficult in terms of the commitment needed to learn something. We structure the Seminar to be interactive and doable, with high learning value. However, the most challenging part can be getting past feelings associated with the academic integrity violation so that you can invest yourself in the learning experience and gain something from the Seminar.

How much time is required for the assignments/seminar?

Each seminar meeting lasts 50 minutes and there are four meetings for a total of about four hours. The assignments should not take a large amount of time, but sufficient time should be set aside to do the work. Students should expect to spend at least two hours on each assignment, including the draft assignments.

How long should the assignments be?

Each assignment has different requirements and for detailed page length and word count, you should consult the seminar syllabus. Generally speaking, page length and word counts are in place to ensure students do not write very long assignments (or super short assignments). The main point is for assignments are to be thoughtful, answer the prompt, and provide insight into the students' reflection and learning. If the student can successfully say they accomplished that, the page length and word count should be irrelevant.

How are the assignments graded? (grammar, spelling, format, etc.)

The assignments will not be graded on grammar, spelling, adherence to certain formats, or traditional metrics, but the assignments will be graded on how well the student answered the prompt. The main point for assignments is, to be thoughtful, answer the prompt, and provide insight into the students reflection and growth. If the student can successfully say they accomplished that, they will pass the assignment.

Does the seminar appear on the student's transcript?

No.

What's Going to Happen Now FAQs

I have a hold on my account – I need it off!

If you have a hold on your account, you need to check which office is the contact. If the hold was put on by the Academic Integrity Office, you need to contact aio@ucsd.edu to begin the process of having the hold removed. If the hold was put on by your college, you need to check with them (it may be the Dean of Student Affairs Office or it could be the Academic Advising Office). Generally speaking, holds are put on student accounts in the academic integrity process if they: 1) fail to respond to a notification; 2) fail to submit an assigned Reflection or Research paper; 3) fail to register for an educational workshop (with the AI Office); or 4) fail to complete an educational assignment (with the AI Office) by the assigned deadline.

What are the consequences of cheating (and getting caught)?

The answer to this depends on the violation, but there are always academic, administrative, and then “rippling” consequences. The academic consequences are at the discretion of the faculty member; about 1/3 of students fail the class; the remaining generally receive a 0 on the assignment/exam in question. The grade received as a result of an academic integrity violation stays calculated into the GPA (i.e., it cannot be overwritten if you retake the class). The administrative consequences are assigned according to the Administrative Sanction Guidelines found at <http://academicintegrity.ucsd.edu>. By far, the majority of students receive Disciplinary Probation and are assigned to take the AI Seminar. The “rippling” consequences can include having to report the violation on your graduate or professional school application and/or a delay in academic progression through the degree.

Do I really have to tell my graduate/professional school that I violated academic integrity?

Yes, if they ask about it on the application. We recommend that you are honest--they can forgive a one-time cheating incident, but do not forgive lying on applications. You need to be prepared to explain what happened and what you have learned from it and how you have grown. Try to avoid blaming others...that usually doesn't go over very well. The graduate schools we have checked with say that it will not automatically remove an applicant from consideration

Does the violation stay on my record forever?

No. Most violations will be purged 7 years after they have occurred. If you were dismissed for an academic integrity violation, it will stay on your record for 50 years.

Will my parents find out?

Not unless you tell them.

How can I get through this and move on?

Learn and grow from the experience. Everyone has ethically failed, been irresponsible, messed up, made mistakes, and so on, one time or another. The people who are able to “move on” are those who can accept responsibility for the action (even if it was an “accident”) and intentionally decide to learn from the experience. What can you learn about? The AI Seminar will help, but you could learn about: ethics, professional integrity, your own personal weaknesses and strengths, etc.

**SECTION VI:
Academic Integrity
Frequently Asked Questions (FAQs)
by Faculty & Instructional Assistants**

Preventing Cheating FAQs

How can I reduce cheating in my class?

This is a complicated question with a complicated answer. To provide you with an overview, you should:

1. Communicate about academic integrity
 - Be clear on expectations for each assignment/exam
 - Articulate how you and the students will act in support of an honest, respectful, responsible, fair, and trustworthy teaching and learning environment
2. Create space for academic integrity
 - Create unique and meaningful assessments
 - Reduce cheating temptations (e.g., giving easy to cheat on assignments)
 - Reduce cheating opportunities (e.g., spacing students out during exams; using multiple versions; assigned seating)
3. Infuse integrity into the curriculum where you can
 - Have the students create a code of ethics for the class or for their teams
 - Have students research a relevant code of ethics for their profession/discipline
4. Respond to cheating when it occurs.
 - Cheating begets cheating – when you respond, you reinforce the value of academic integrity and empower the honest students in your classroom

For more ideas on reducing cheating in your class, visit <http://academicintegrity.ucsd.edu> and join the AI Community in TritonEd (instructions for joining can be found at <http://academicintegrity.ucsd.edu>)

How hard is it to use assigned seating?

We've tried to make it easier for you to assign seating for exams. Go to <http://academicintegrity.ucsd.edu/take-action/prevent-cheating/faculty/index.html> for classroom seating maps and excel sheets that will enable you to randomly assign seats to students.

What is Turnitin?

Turnitin.com is a software that checks a submitted paper against all other papers in its database as well as anything on the internet in order to find textual similarities. Turnitin does NOT detect plagiarism – it is critical that the Instructor reviews the Turnitin results to determine if plagiarism occurred.

What resources exist on campus for my students to learn about academic integrity & prevent cheating?

All incoming students take an online Integrity Tutorial in their first quarter at UCSD. If they've forgotten what they learned, they can retake it anytime by going to <http://moodle.ucsd.edu>.

Students can also learn how to prevent plagiarism by taking an online tutorial from the Libraries at <http://libraries.ucsd.edu/services/instruction/preventing-plagiarism/index.html>

You can also refer students to <http://academicintegrity.ucsd.edu/take-action/prevent-cheating/students/index.html> for more information about how they can prevent cheating.

AI Process FAQs

How do I report a student I think violated academic integrity in my class?

You can file the report with the AIO online at https://ucsd-advocate.symplicity.com/public_report.

What do I have to include in my report?

You should give a detailed description of the incident (what led you to suspect an integrity violation) and then attach the relevant material that documents the problem (e.g., the student's exam/assignment; the exam/assignment of other involved students; answer keys; unauthorized aid; turnitin report). We also find it helpful in our conversation with the student to have in our hands your course syllabus and the assignment/exam prompt. If you're unsure what to submit, email aio@ucsd.edu

Do I have to report all suspected academic integrity violations?

You are required by Senate Policy to report all suspected academic integrity violations. This is Policy because otherwise a culture of cheating can spread and cheating (rather than integrity) can become normative. Students DO spread word about the professors who allow cheating and those who don't – we're sure you don't want to be the professor who is known to allow cheating to occur in his/her class.

Do I have to involve my IA in the report?

The IA only needs to be included in the report if s/he witnessed something (e.g., cheating during an exam). If they witnessed something that contributed to your decision to report, then you should include a statement from the IA documenting what they observed.

Can I kick the student out of my class for cheating?

No. You cannot. The Policy requires that students continue in the class in which the allegation occurred. However, if the student admits to the violation and your policy is to give the student an F in the class for cheating, you can let the student know that and give them the option of not continuing to come to class (although they still won't be able to drop).

If I catch the student cheating during an exam, can I kick them out of the exam and prohibit them from finishing?

No. You should document the incident but allow the student to finish the exam. The reason you need to allow the student to finish is because, at this point, it has not been confirmed that the student did cheat (and so you may need to grade the exam). However, if the student admits to cheating (and you've gotten that in writing), you and the student can agree that there is no need for them to finish the exam.

By when do I need to submit my report?

It is preferred that you submit the report as quickly after the violation as you can. If you can't submit right away, then you should submit no later than 15 business days after the grade submission due date at the end of the quarter.

What if the incident occurred at the end of the quarter and I don't have time to report before grades are due?

You must submit an X for the student's grade and submit a report within 15 business days.

It's the end of the quarter and the allegation isn't resolved yet, what do I do about the student's grade?

You can give the student an X for a grade and wait to be notified by the AI Office when the grade can be changed.