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*Grad School
4-7-10
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Proposal Number: GRAD 03/12/2010 **UNC CHARLOTTE**

Proposal Title Establishment of Academic Integrity Training, GRAD 8990

Originating Department The Graduate School

TYPE OF PROPOSAL: UNDERGRADUATE _____ GRADUATE X _____ UNDERGRADUATE & GRADUATE _____
(Separate proposals sent to UCCC and Grad. Council)

DATE RECEIVED	DATE CONSIDERED	DATE FORWARDED	ACTION	SIGNATURES
				<u>DEPARTMENT CHAIR</u>
<i>3/12/10</i>	<i>3/12/10</i>	<i>3/12/10</i>	<i>Approved</i>	<u>COLLEGE CURRICULUM COMMITTEE CHAIR</u> <i>Kent E. Curran</i>
				<u>COLLEGE FACULTY CHAIR</u>
<i>3/15/10</i>	<i>3/15/10</i>	<i>3/15/10</i>	<i>Approved</i>	<u>COLLEGE DEAN</u> <i>Thomas Regan</i>
				<u>UNDERGRADUATE COURSE & CURRICULUM COMMITTEE CHAIR</u> (for undergraduate courses)
<i>3-22-10</i>	<i>4-6-2010</i>	<i>4-7-10</i>	<i>Approved</i>	<u>GRADUATE COUNCIL CHAIR</u> (for graduate courses) <i>Rob Roy McInnes</i>
				<u>FACULTY GOVERNANCE SECRETARY</u> (noting Faculty Council approval on Consent Calendar)
				<u>FACULTY EXECUTIVE COMMITTEE</u> (if decision is appealed)

University of North Carolina at Charlotte

New: Graduate

The Graduate School

Establishment of a Course in Academic Integrity for all incoming Doctoral Students- GRAD 8990

SUMMARY:

Background Information: The on-line, non-credit course, GRAD 5999 was previously approved by Graduate Council via the short form during the summer of 2009. It was implemented as a pilot program during the fall 2009 term and required by those doctoral students receiving Graduate Assistant Support Program (GASP) funding. It was successfully administered via Moodle and course completion was tracked by the Graduate School staff.

In response to the continuous need for more standardized training on academic integrity, the Graduate School proposes the permanent establishment of GRAD 8990, a course specifically for new doctoral students. This course consists of a brief and informative reading, followed by a short quiz (module). The basic components of academic integrity are the focus of this module, including clear explanations of the University's policies and procedures as it relates to "The Code of Academic Integrity."

Since GRAD 8990 will be a non-graded course, the grade of "NC" (No Credit) will need to be reinstated as a letter of achievement and published in the catalog and official transcript legends. The Graduate School requests this designation of "NC" with the understanding that it will only be used in special instances such as a tutorial course like GRAD 8990.

PROPOSED CATALOG COPY:

GRAD 8990. Academic Integrity. (No Credit, Non-Graded)

On-line training addressing issues of academic integrity and the University's policy and procedure related to violations. Required of all new doctoral students. (Fall, Spring)

JUSTIFICATION:

1. Graduate students arrive at UNC Charlotte from a variety of different places and backgrounds. Some have received only minimal undergraduate instruction on plagiarism and the proper citation of resources. The international graduate student population, in particular, may be less familiar with both American conventions and the broader ramifications of unethical behavior. Due to the increase in the number of reported cases of misconduct and with the increase in the number of accelerated research-based PhD degree programs (i.e. Nanoscale Science, Health Services

Research), the Graduate School believes the University should required this baseline course on academic integrity.

2. Must be a doctoral student in good standing.
3. The 8000 number assignment for GRAD 8990 is consistent with published graduate level courses ranging from 5000-8999. At some point, the Graduate School may seek to require this on-line tutorial course of all graduate students in degree-seeking programs.
4. This course will improve the students' understanding of the issues related to academic integrity by providing: (a) a review of historical background involving actual cases of unethical academic behavior; (b) examples of proper citation and attribution; (c) current University policies and procedures as it relates to the Code of Academic Integrity.

IMPACT:

1. All new doctoral students will be served by this course, GRAD 8990. Graduate School staff will utilize *Report Central* to determine new doctoral students each term.
2. GRAD 8990 is the only course of its kind currently to be offered in the Graduate School.
 - a. This on-line module consists of one course section only per term.
 - b. The content and/or frequency of other course offerings will not be impacted.
 - c. The anticipated enrollment for this course will be approximately 250 doctoral students.
 - d. Enrollment in other courses will not be affected since this course does not have any pre-requisites or co-requisites. It exists as a stand-alone course.
 - e. This course is not offered as a special topics course.
 - f. The Graduate School intends to require this course of all new doctoral students thus a description and justification of this course would need to be included in the Graduate School section of the catalog.

RESOURCES:

1. Graduate School staff currently administers and monitors this course. We do not anticipate needing additional faculty.
2. The course is administered using Moodle. No new physical space required.
3. The Graduate School currently has sufficient equipment and supplies to administer this course.
4. At this time, the computer usage by Graduate School staff is adequate for the purposes of monitoring this course.
5. No audio-visual or media services are required at this time.
6. No other resources required.
7. The budget of the Graduate School currently supports this course.

CONSULTATION WITH THE LIBRARY AND OTHER DEPARTMENTS OR UNITS:

1. Library Consultation was made on 02/08/2010. (see attached)
2. The Graduate School met with Registrar staff on 02/09/2010 (and 03/08/2010) to review grading and transcript recording implications. Summarized results of consultation attached.

INITIATION AND CONSIDERATION OF THE PROPOSAL:

1. Originating Unit – Graduate School. Dean of Graduate School recommends this proposal.
2. All units of each College are represented on the Graduate Council.

ATTACHMENTS:

1. Library Consultation (02/08/2010, 03/08/2010)
2. Registrar's Office Consultation (02/09/2010, 03/08/2010)
3. Course Syllabus Attached

GRAD 8990, Academic Integrity

New Graduate Course Guidelines Syllabus

Course Objectives: This course has been designed by the Graduate School. The purpose of this course is to improve the students' understanding of the issues related to academic integrity and University's policy and procedure related to violations.

Course Prerequisites: Must be of doctoral student standing.

Text: There is no textbook for this course, but the student is responsible for reading the PowerPoint presentation offered in Moodle as part of the module.

Attendance: GRAD 8990 is an online course.

Grading: The student's grade will be determined on a traditional 100-point scale. In order to pass the quiz in Moodle the student must successfully answer at least 11/13 questions correctly. The system will allow the student two attempts during the same login period to successfully complete the quiz. If the student fails to do this, he/she will be required to wait 72 hours prior to the third attempt.

At the end of the term, and following successful completion of the module, a grade of "NC" ("No Credit") will be assigned and recorded on the student's official transcript. If by the end of the term the student has failed to successfully complete the course, the Graduate School will restrict his/her ability to register for the following term. In other words, the student must successfully complete this module in order to be able to register for any subsequent terms.

Consultation with the Office of the Registrar

GRAD 8990- Academic Integrity

To ensure that the on-line course met the enrollment and grading requirements, staff in the Graduate School met with staff in the Registrar's Office on 02/09/2010. Additional follow-up correspondence took place on 03/08/2010 with Assistant Registrar, Alisa Roy.

Enrollment:

New doctoral students will be identified as early as is practical. They will be notified about the requirement and directed to enroll in GRAD 8990. A subsequent email with the link to register will be sent to all eligible students. Those that do not register will be contacted individually. All registration will take place through 49er Express.

Grading:

Initial discussions centered on the possibility of listing the course as Satisfactory/Unsatisfactory; however since a U- unsatisfactory grade triggers automatic termination of the student's enrollment status, this option was dismissed. Subsequently, in a later discussion, it was decided by the Graduate School that the NC (No Credit) letter could be reinstated.

This proposal requests that the Graduate Council reinstate the "NC" letter of achievement. The Graduate School requests this reinstatement with the clear understanding that a grade of "NC" will only be used in special instances such as a tutorial course like GRAD 8990.

The Registrar's Office concurred that if a student fails to successfully complete the course by the end of the active term, the Graduate School can restrict the student's ability to register for the following term by placing a registration hold on the student's account. In this case, the Graduate School will plan to place the hold on the student's account on the last day of fall classes.

Course/Program: GRAD 8990 *Academic Integrity Training*

Summary of Librarian's Evaluation of Holdings:

Evaluator: Frada Mozenter **Date:** March 8, 2010

Please Check One:

Holdings are superior

Holdings are adequate

Holdings are adequate only if Dept. purchases additional items.

Holdings are inadequate

Does not require the use of library resources.

__X__

Comments:



Academic Integrity

An Introduction to UNC Charlotte
Policies and Procedures

Presented by the Graduate School at UNC Charlotte

Completing the Seminar

- All incoming UNC Charlotte doctoral students are required to complete the Introduction to Academic Integrity on-line course.
- Please read this informative presentation before you attempt to complete the 13-multiple choice quiz.
- Once you pass the quiz, Moodle will record and save the grade of “NC” indicating a no-credit course. This grade will be posted on your UNC Charlotte transcript at the end of the term.

The Importance of Academic Integrity

“Academic honesty and integrity are essential to the existence and growth of an academic community. Without maintenance of high standards of honesty, members of the instructional faculty are defrauded, students are unfairly treated, and society itself is poorly served. Maintaining the academic standards of honesty and integrity is ultimately the formal responsibility of the instructional faculty; and this responsibility is shared by all members of the academic community.”

UNC Charlotte Policy Statement #105: The Code of Student Academic Integrity. Retrieved April 4, 2008 from <http://www.legal.UNC Charlotte.edu/policies/ps-105.html>

The following presentation will introduce you to the principles of academic integrity set forth in UNC Charlotte’s Code of Student Academic Integrity and help you to understand these principles in the context of scholarly and professional practice.

Responsibility for Academic Integrity

All members of the UNC Charlotte community are responsible for upholding the Code of Student Academic Integrity. Specific responsibilities are as follows:

- **Students** are responsible for upholding the values of academic honesty and integrity. Students are expected to behave in a manner that is consistent with the values of the UNC Charlotte academic community and actively encourage fellow members of our community to do the same.
- **Faculty** are expected to uphold and transmit to students a respect for integrity and honesty in academic pursuits. Faculty should model this behavior in their own work as well as actively discourage dishonesty on behalf of students.

The Code of Student Academic Integrity

- The UNC Charlotte Code of Student Academic Integrity ([http://www.legal.UNC Charlotte.edu/policies/ps-105.html](http://www.legal.UNCCharlotte.edu/policies/ps-105.html)) describes the standards of academic integrity to be upheld and promoted by students and faculty at UNC Charlotte. All students and faculty are expected to be familiar with the provisions set forth in this Code.
- The following slides will provide detailed information regarding expected standards of behavior, penalties for violations, and procedures that will be followed when a violation has occurred.
- The principles set forth in UNC Charlotte's code are consistent with many professional codes of conduct. However, you should also familiarize yourself with the professional codes that are most pertinent to your field of study.

Definition of Plagiarism

- **“Intentionally or knowingly presenting the work of another as one’s own (i.e., without proper acknowledgement of the source). The sole exception to the requirement of acknowledging sources is when the ideas, information, etc., are common knowledge.”**
- **“Plagiarism is use of the distinctive ideas or words belonging to another person without adequate acknowledgement of that person’s contributions.”**
 - The original author must be acknowledged (cited) whether you are quoting directly, paraphrasing, or borrowing facts and figures that are not common knowledge.

UNC Charlotte Policy Statement #105: The Code of Student Academic Integrity. Retrieved April 4, 2008 from <http://www.legal.UNC Charlotte.edu/policies/ps-105.html>

What is Common Knowledge?

- Common knowledge refers to knowledge that is generally available to anyone and shared by everyone.
 - Examples include the names of prominent leaders (i.e. Mahatma Gandhi, President George Bush), basic scientific laws, etc.
- If you are unsure as to whether information is common knowledge, you should err on the side of caution and provide the citation.

Why is Plagiarism Wrong?

■ **Violation of Trust**

- Plagiarism violates academics' trust of one another and public trust in the products of academia.
- Plagiarism undermines the reputation of individuals and the institutions that they represent.

■ **Legal Violation**

- Plagiarism violates Intellectual Property Laws, which protect the creator of an intellectual work by preventing others from copying or reproducing this work without proper permission.

■ **Detrimental to Fundamental Goals of Education**

- Those who plagiarize are simply repeating the thoughts of others, thus failing to demonstrate the level of knowledge expected from educated individuals and undermining the goals of education.

Standler, R. B. (2000). Plagiarism in Colleges in USA. Retrieved from <http://www.rbs2.com/plag.htm> on April 30, 2008.

Cassell & Rasmussen (2008). Academic Integrity: What Graduate Students Need to Know about Plagiarism.

Quoting and Paraphrasing

Direct Quotation: Every direct quotation must be identified by quotation marks or by appropriate indentation, and must be promptly acknowledged. The citation must be complete and in a style appropriate to the academic discipline.

Paraphrase: Prompt acknowledgement is required when material from another source is paraphrased or summarized in whole or in part in one's own words. To acknowledge a paraphrase properly, one might state: "to paraphrase Locke's comment . . ." or "according to Rousseau . . ." and conclude with a citation identifying the exact reference.

Plagiarism Examples (Excerpted from Policy Statement #105)

The following is a **BAD** example of an **unacknowledged direct quotation**:

- **Original Source:** "To push the comparison with popular tale and popular romance a bit further, we may note that the measure of artistic triviality of works such as *Sir Degare* or even *Havelok the Dane* is their casualness, their indifference to all but the simplest elements of literary substance. The point is that high genre does not certify art and low genre does not preclude it." (From Robert M. Duran, *Chaucer and the Shape of Creation*, Howard University Press, 1967, p. 187.)
- **Student Paper:** To push the comparison with popular tale and popular romance a bit further, you can note that the measure of the artistic triviality in some works of Chaucer's time period is their casualness, their indifference to all but the simplest elements of literary substance. The point is that high genre does not certify art and low genre does not preclude it.

Plagiarism Examples (Excerpted from Policy Statement #105)

The following is a **BAD** example of an **unacknowledged paraphrase**:

- **Original Source:** "The era in question included three formally declared wars. The decision to enter the War of 1812 was made by Congress after extended debate. Madison made no recommendation in favor of hostilities, though he did marshal a telling case against England in his message to Congress of June 1, 1812. The primary impetus to battle, however, seems to have come from a group of War Hawks in the legislature." (From W. Taylor Reveley III, "Presidential War-Making: Constitutional Prerogative or Usurpation?", *University of Virginia Law Review*, November 1969, footnotes omitted.)
- **Student Paper:** "There were three formally declared wars during this era. The decision to enter the war in 1812 was made by Congress after extended debate. Madison actually made no recommendation in favor of hostilities in his message to Congress of June 1, 1812, though he presented a persuasive case against Britain. The primary impetus to battle, however, appears to have come from a group of War Hawks in the legislature."

Plagiarism Examples (Excerpted from Policy Statement #105)

Borrowed Facts or Information: Information obtained in one's reading or research which is *not common knowledge* must be acknowledged.

- Materials that contribute only to one's general understanding of the subject may be acknowledged in the bibliography and need not be immediately cited.
- One citation is usually sufficient to acknowledge indebtedness when a number of connected sentences in the paper or report draw their special information from one source. When direct quotations are used, however, quotation marks must be inserted and prompt acknowledgement made. Similarly, when a passage is paraphrased, prompt acknowledgement is required.

Citation of Online Sources

- The vast availability of online sources has created new academic integrity dilemmas and opportunities for would-be plagiarists. Though readily available, the information obtained online is **NO DIFFERENT** than that obtained from a book, journal article, encyclopedia, etc.

- Any information obtained from an online source must be cited in a manner consistent with the definition of plagiarism presented previously.
 - If you copy written ideas directly you must use quotation marks and cite the original source.
 - If you paraphrase thoughts or ideas from a website, you must cite the original source.

- The proper form of your citation will vary by discipline. Consult your professional guidebook (i.e., American Psychological Association Manual, Modern Language Association Manual) for details.

Historical Examples of Plagiarism

DORIS KEARNS GOODWIN

Background

- Received her Ph.D. in government from Harvard University before going on to serve as a White House Fellow in 1967 during the Johnson Administration.
- Her first book, *Lyndon Johnson and the American Dream*, was published in 1977 and went on to become a New York Times bestseller. In 1995, Goodwin won the Pulitzer Prize for *No Ordinary Time: Franklin and Eleanor Roosevelt: The American Homefront During World War II*.



DORIS KEARNS GOODWIN continued

THE ACCUSATION

- **In January of 2002, Goodwin was accused of plagiarism.** The Weekly Standard claimed that multiple phrases and sentences included in her novel *The Fitzgeralds and the Kennedys* were used without attribution.

CONSEQUENCES

- The accusations of plagiarism were broadly publicized. Goodwin admitted to reaching a large “private settlement” with one of the authors whose work she was accused of plagiarizing, and attempted to explain away the other accusations as bad note-taking. These accusations, though damaging to Goodwin’s reputation, have yet to be legally resolved and many individuals in the academic, literary, and entertainment sectors continue to contend that she is innocent.
- See “[Historians Rewrite History: The Campaign to Exonerate Doris Kearns Goodwin](#)” by Timothy Noah, November 13, 2003; Slate Online.

Historical Examples of Plagiarism

JAYSON BLAIR

Background

- Attended the University of Maryland, College Park but lied about having finished his bachelor's degree in order to accept a full-time position with the New York Times in 1999.
- Blair was quickly promoted to the national news desk at the New York Times (despite a series of mistakes and personal problems), and began covering high-profile news stories. During his four years with the paper, Blair wrote over 600 articles on everything from the Beltway sniper attacks to the war in Iraq.



Information obtained from <http://www.jaysonblair.com/>

JAYSON BLAIR continued

THE ACCUSATION

- In 2003, similarities between one of Blair's stories and one written by San Antonio Express-News reporter Macarena Hernandez were exposed. Not only was his plagiarism of her article blatant; when pressed to prove that he had actually traveled to Texas and interviewed the woman quoted in his article he was unable to do so.

CONSEQUENCES

- Blair resigned from the New York Times and a full investigation of his articles began. An internal report committee revealed that 36 of the 73 national news stories that Blair had written between 1999 and 2002 were plagiarized, ranging from fabrication of facts to blatant copying of entire stories.
- Blair claimed that his actions stemmed from his struggles with bipolar disorder and substance abuse. He returned to college to pursue a degree in human resources and has become a public advocate for the mentally ill.
- View the New York Times article, [CORRECTING THE RECORD; Times Reporter Who Resigned Leaves Long Trail of Deception](#), for additional details.

Definitions of Fabrication & Falsification

- “Intentional and unauthorized alteration or invention of any information or citation in an academic exercise. Falsification is a matter of altering information, while fabrication is a matter of inventing or counterfeiting information for use in any academic exercise”
 - **Examples of Fabrication:** “Inventing or counterfeiting data, research results, information, or procedures; inventing data or fabricating research procedures to make it appear that the results of one process are actually the results of several processes; counterfeiting a record of internship or practicum experiences.”
 - **Examples of Falsification:** “Altering the record of data or experimental procedures or results; false citation of the source of information (e.g., reproducing a quotation from a book review while indicating that the quotation was obtained from the book itself); altering the record of or reporting false information about practicum or clinical experiences; altering grade reports or other academic records; submitting a false excuse for absence or tardiness in a scheduled academic exercise; altering a returned examination paper and seeking re-grading.”

Definition of Cheating

- **“Intentionally using or attempting to use unauthorized materials, information, notes, study aids or other devices in any academic exercise. This definition includes unauthorized communication of information during an academic exercise.”**
 - **Examples:** “Copying from another student's paper or receiving unauthorized assistance during a quiz, test or examination; using books, notes or other devices (e.g., calculators) when these are not authorized; procuring without authorization tests or examinations before the scheduled exercise (including discussion of the substance of examinations and tests when it is expected these will not be discussed); copying reports, laboratory work, computer programs or files and the like from other students; collaborating on laboratory or computer work without authorization and without indication of the nature and extent of the collaboration; sending a substitute to take an examination.”

UNC Charlotte Policy Statement #105: The Code of Student Academic Integrity. Retrieved April 4, 2008 from <http://www.legal.UNC Charlotte.edu/policies/ps-105.html>

Definition of Multiple Submission

- **“The submission of substantial portions of the same academic work (including oral reports) for credit more than once without authorization.”**
 - **Examples:** “Submitting the same paper for credit in two courses without instructor permission; making minor revisions in a credited paper or report (including oral presentations) and submitting it again as if it were new work. (Different aspects of the same work may receive separate credit; e.g., a report in History may receive credit for its content in a History course and for the quality of presentation in a Speech course.)”

Definition of the Abuse of Academic Materials

- **Definition:** “Intentionally or knowingly destroying, stealing, or making inaccessible library or other academic resource material.”
 - **Examples:** “Stealing or destroying library or reference materials needed for common academic exercises; hiding resource materials so others may not use them; destroying computer programs or files needed in academic work; stealing or intentionally destroying another student's notes or laboratory experiments; receiving assistance in locating or using sources of information in an assignment where such assistance has been forbidden by the instructor.”

UNC Charlotte Policy Statement #105: The Code of Student Academic Integrity. Retrieved April 4, 2008 from <http://www.legal.UNC Charlotte.edu/policies/ps-105.html>

Consequences of Academic Integrity Violations

“All acts of academic dishonesty violate standards essential to the existence of an academic community.”

UNC Charlotte is committed to ensuring the highest quality academic experience for our students and maintaining integrity in the learning environment. Therefore, it is important that students understand the possible consequences of academic integrity violations.

Penalties for First Offenses

First offenses are often properly handled by the faculty member teaching the course in which the violation occurred. Professors are instructed to contact the Dean of Students Office after they have made the decision to pursue academic integrity charges in order to determine whether this is a first offense for a particular student. If this is a first violation, the settlement procedure as outlined earlier in this presentation, may be used. Alternatively, depending on the severity of the violation, the faculty member may choose to report this case to the Academic Integrity Board.

If the faculty member chooses to follow the **settlement procedure**, the penalties that may be assessed are limited to the following:

- A formal warning,
- A reduced grade (including “U” for graduate students) for the assignment,
- A reduced grade (including “U” for graduate students) for the entire course, which results in automatic suspension from the University for graduate students.

Penalties for First Offenses

- Grade penalties are normally assessed. First time offenders can expect to receive zero credit for the assignment on which the violation occurred.
- Overall course grades are almost always further reduced beyond the result of the zero; this generally results in a course grade of “U” for graduate students and automatic suspension from the University.
- First offenses may also result in expulsion from the University, particularly if the violation is extremely severe in nature.
- Regardless of the penalty, a signed copy of the settlement will be maintained for eight years in the Dean of Students Office. Documentation of the first offense is maintained for internal record-keeping. If the offense goes to hearing then it becomes part of the student’s disciplinary record.

Penalties for Repeat Offenses

Penalties for some first offenses and all second offenses impact the student beyond the specific course in which the violation occurred. The University-wide Academic Integrity Board (AIB) is responsible for handling such violations and assessing penalties. The range of penalties include all of those possible for first-time offenses and/or the following:

- The grade of "U" for a graduate student for the course with a designation "X" on the academic transcript indicating that an act of academic dishonesty has occurred. For graduate students, a grade of "U" in a course results in automatic suspension from the University.
- Disciplinary suspension from the University for a designated period of time (one semester, one year, two years, etc.), which is reflected on the student's academic transcript.
- Removal from employment as a graduate assistant.
- Expulsion from the University. The academic transcript records the expulsion permanently. A record will be kept in the student's disciplinary file indefinitely.
- Revocation of degree should an offense be discovered after graduation that results from falsification of projects, thesis, or dissertation.

Academic Suspension & Termination

- Graduate students who receive a grade of “U” will automatically be suspended from the University. Students will then be ineligible to register in any semester or summer until properly reinstated.
- Graduate students who receive a second grade of “U” (after an initial suspension and reinstatement) will be permanently expelled from the University.
 - Some academic departments stipulate stricter penalties than the Graduate School. Students are advised to review the policies of their academic program in the UNC Charlotte Graduate School Catalog.

Penalty Determinations

In all determinations of penalty the following factors should be considered:

- The nature and seriousness of the offense.
- The injury or damage resulting from the misconduct.
- The student's motivation and state of mind at the time of the incident.
- The student's prior disciplinary record.
- The student's attitude and demeanor subsequent to the violation.

Identifying the Offense

1. A faculty member responsible for assigning final grades in a course may acquire evidence either directly or through information supplied by others that a student violation of academic integrity may have occurred. After collecting the evidence available, the faculty member determines whether it warrants proceeding to the next level of inquiry.
2. If the faculty member determines that the evidence is sufficient and decides to pursue academic integrity charges against the student, he/she contacts the Dean of Students Office, which will determine from its records whether the student has previously admitted to or been found guilty of an academic integrity violation.
3. Once a student has received notice that he/she is charged with an academic integrity offense, the student is not permitted to withdraw from the course unless the procedures for handling such violations result in no grade penalty

Settlement Procedure

- The *faculty member* meets with the student and presents the evidence of an academic integrity violation, then requests an explanation from the student. After hearing the explanation, if the faculty member determines that a violation has occurred, he/she fills out and signs the settlement form, noting the penalty to be applied, and gives the form to the student.
- The *student* has three business days to consider and seek advice on whether to admit guilt and accept the penalty by signing the settlement form. If the student agrees to sign, he/she does so in the presence of the faculty member who then implements the penalty. The faculty member forwards the settlement form to the Dean of Students. If the student decides not to admit guilt or not to accept the penalty, the faculty member *must* take the case to the Chairperson of the Academic Integrity Board, if *any* penalty is to be imposed.

Academic Integrity Board (AIB)

- The AIB is composed of all the current Student Hearing Panel Members and thirteen full-time faculty members.
- At least one faculty member is appointed to the AIB from each college, and the number of faculty members appointed from each college shall be in proportion to the number of full-time faculty members with professorial rank in each college. (The panel shall include appropriate graduate faculty and graduate student representatives.)

AIB Hearings

1. The AIB Chairperson selects one student and two impartial faculty members to serve as the Hearing Panel. Next, the Chairperson develops a written charge stating the allegations and the time, date, and location of the hearing. The accused student and faculty member shall have at least five days after receiving the letter to prepare for the hearing. The hearing is fact-finding in nature and is intended to provide participating members of the campus community with a fair, orderly, and clearly understood system of inquiry into the alleged dishonesty.
 - **Challenge:** Panel members may be challenged by the student or faculty member on grounds of a bias that may affect impartial consideration of the case by that member.
2. The faculty member referring the case and the accused student both have the opportunity to present evidence to the Hearing Panel. The burden of proof is on the faculty member; he or she must provide evidence in order to establish the guilt of the student.

AIB Hearings continued

3. Both the student and faculty member may request the attendance of witnesses at the hearing. Additionally, the student and faculty member may each be accompanied by one person (including an attorney), but that person's role is solely to confer with and advise the student or faculty member.

4. If the accused student fails to appear after proper notice, the Hearing Panel will make a conclusion about the case based on the evidence presented at the hearing. The Hearing Panel will deliberate in private and decide on the guilt of the student, based on the evidence presented at the hearing, by majority vote.

Outcomes of AIB Hearings

- **Found Not Guilty:** If the accused student is found not guilty, the hearing is terminated and a written report is prepared and sent to the Dean of Students. The confidential file of material related to the case is maintained by the Dean of Students Office for one year, but does not become part of the student's disciplinary record. The case is closed and no penalty may be imposed.
- **Found Guilty:** If the student is found guilty, the Hearing Panel will accept additional evidence and statements regarding the appropriate sanction to be imposed. At this point the student's academic integrity record will be made available to the Panel. After hearing additional information, the Panel deliberates in private and determines the appropriate penalty. The student is expected to be present when the penalty is announced. A written report is prepared and sent to the Dean of Students, who notifies the faculty member.
 - **Notice of Imposition of Penalty:** If a notice of appeal is not filed within three days or if the appeal does not result in a change of the Hearing Panel's decision, the Dean of Students notifies the student by letter of the penalty to be imposed.

Appeals

Right of Appeal: If found guilty, students are permitted **three days** from the conclusion of the hearing to file a written notice of appeal with the Dean of Students.

1. Appeal notices must be submitted to the Dean of Students within **three days** of the Hearing Panel's determination of guilt. If appeal notices are received within this time frame, the Dean of Students shall deliver the notice and all relevant records to the Provost.
2. Students wishing to appeal must also submit a written brief outlining the grounds upon which the appeal is based. This document must be received by the Dean of Students within **ten days** of the Hearing Panel's determination of guilt. Failure to submit a written appeal will render the decision of the Hearing Panel final.
3. The Provost or his/her designate reviews the record and issues a written decision on the appeal.
4. The Provost or his/her designee shall send copies of the decision on the appeal to the student, faculty member, Dean of Students, and Chairperson of the AIB.

Important Contacts

- Dean of Students Office
 - <http://www.dso.UNC Charlotte.edu/>
 - Phone: 704-687-2375
 - Fax: 704-687-2616
- UNC Charlotte Office of General Counsel
 - <http://www.legal.UNC Charlotte.edu/>
 - Phone: 704-687-2553
 - Fax: 704-687-3219
- UNC Charlotte Graduate School
 - www.graduateschool.uncc.edu
 - Phone: 704-687-5503
 - Fax: 704-687-3279

Next Steps:

- You have completed the required reading portion of this module. Please close this presentation and open the file titled, “Academic Integrity Quiz” in your Moodle folder for this course.
- Brief instructions are provided in the beginning. Please read them carefully.