

PROCEDURES FOR RESOLUTION OF CASES OF ACADEMIC INTEGRITY POLICY VIOLATIONS

I. Overview

The procedure for resolution of Academic Integrity Policy Violations is divided into four phases:

1. **The Reporting Phase.** During this phase, the Instructor or a student communicates to the AIAO about any alleged Academic Integrity Policy Violation;
2. **The Review Phase.** During this phase, the Student is afforded the opportunity to review the charges. The AIAO reviews the evidence in consultation with the various parties and decides responsibility.
3. **The Decision Phase.** During this phase, the AIAO decides on the Administrative Sanctions and communicates the decision to the various parties; and
4. **The Hearing Phase.** During this phase, if the Student chooses to contest the sanctions, a Hearing Panel will be convened to review the case and make a final decision.

The four phases are described in more detail below.

II. The Reporting Phase

When an Instructor has evidence that a Student has committed an Academic Integrity Policy Violation, the Instructor should meet with the Student to discuss the alleged Academic Integrity Policy Violation. If the Instructor suspects that there is evidence of an Academic Integrity Policy Violation, he or she should submit a formal charge describing the alleged Academic Integrity Policy Violation to the AIAO and the AIAO will send a copy of the charge to the Student.

All cases of alleged Academic Integrity Policy Violations should be reported to the AIAO. Within thirty (30) instructional days of the confirmation of evidence of an Academic Integrity Policy Violation, the Instructor should notify the AIAO of the case by submitting through an online form the following information: the Student's name, the Student's ID, the course name and number, the date of the incident, and a description of the incident.

If, after reporting a charge to the AIAO, the Instructor decides to withdraw the charge, the Instructor shall notify the AIAO via email of his or her decision. The AIAO shall notify the Student and the appropriate Associate Dean (if necessary) that the Instructor has withdrawn the charge against the Student. All notation of the charge shall be removed from the Student's academic record. Should new evidence become available, the charge may be reinstated in accordance with the Academic Integrity Policy.

In all cases, the Instructor shall determine the grade for the assignment and for the course.

If a student reports an incident of a violation of academic integrity to the AIAO, the AIAO shall communicate the allegation to all involved parties.

III. The Review Phase

Once the Instructor or student has reported a charge of an Academic Integrity Policy Violation to the AIAO, the AIAO shall notify the Student in writing and via email that the Student is charged with an Academic Integrity Policy Violation. The official notice shall be sent to the Student's UCI email address. Reference to (or a copy of) the UCI Academic Senate Policies on Academic Integrity should

be included in the notice. The letter may include a notification to the student to schedule a meeting with the AIAO to discuss the case. The student will have ten (10) instructional days to schedule the meeting to review the case. If the student does not schedule or fails to attend a scheduled meeting, the AIAO will move forward with determining a policy violation and will impose sanctions without the student's input.

If the Student schedules a review, the AIAO shall review the charge(s) with the Student and may advise the student regarding possible administrative sanctions and the process for resolution of the charge(s) of an Academic Integrity Policy Violation. The AIAO will conduct the review by collecting the relevant documents, including the facts of the charge and the Student's description of the disagreement with the facts of the charge. The AIAO can request meetings with the Instructor and Student to discuss the case, the sanctions, or the procedures. The AIAO decides, based on the preponderance of the evidence, whether there was an Academic Integrity Policy Violation justifying administrative sanctions.

IV. The Decision Phase

If the Student is found responsible for an Academic Integrity Policy Violation, administrative sanctions shall be determined by the AIAO. Administrative sanctions can range from administrative probation to dismissal from the University, depending on the severity of the case, any previously recorded offenses, and any mitigating circumstances. In such cases, these sanctions, as described below, will be administered by the AIAO.

In the decision letter, the student will be notified of the hearing process and will be provided with a link to the procedures.

The AIAO shall notify the Instructor and the appropriate Associate Dean(s) of the administrative sanction(s). A record of the administrative sanction(s) shall be maintained by the AIAO. The AIAO shall notify the Student of the decision.

V. The Hearing Phase

Once the AIAO has issued a decision and sanctions, the Student may contest the decision and/or sanctions within ten instructional days of receiving notification by the AIAO, by requesting an Academic Integrity Hearing Panel. The Student may request a hearing by submitting a written appeal to the AIAO. The AIAO will forward the appeal to the Academic Integrity Review Board (AIRB), which will schedule a hearing of the case before the Hearing Panel. The hearing will be scheduled as soon as possible, but no later than sixty (60) instructional days after the Student requests a hearing.

VI. Hearing Panel on Academic Integrity

The AIRB will hear undergraduate and graduate student cases. The AIRB will be a standing senate committee comprised of fourteen senate faculty members, three Associate Deans representing undergraduate student education, and three Associate Deans representing graduate student education.

VII. Hearings

If the Student requests a hearing, the AIRB shall schedule a hearing of the case. The student will be afforded two options.

Option A: (for outcomes of warning, probation and educational sanctions)

1. A student contests in writing within ten (10) instructional days to request a hearing;
2. The student contests outcome(s) based on three criteria

- a. New evidence which could not be adduced earlier which is likely to change the results;
 - b. Violation of due process; or
 - c. An imposed sanction that is too harsh given the findings of fact.
3. The student is not present; hearing panel reviews all written information;
 4. The hearing panel will convene and review the written request, and all materials that were utilized in the original finding of responsibility;
 5. The hearing panel will complete review and may affirm, modify, or reverse original sanction;
 6. Decision is final and communicated to AIAO to notify student.

Option B: (for outcomes of suspension and dismissal)

1. A student contests decision in writing within ten (10) instructional days to request a hearing;
 2. The request is to hear the case from the beginning;
 3. The student is present;
 4. The student will have the opportunity to present to the hearing panel, have an advisor *;
 5. The AIAO will present all relevant information to the hearing panel;
 6. The hearing panel will determine a finding and sanctions, if appropriate; they may affirm, modify or reverse original sanction
 7. Decision is final and communicated to AIAO to notify student.
- Students are allowed to have an advisor. An advisor can be an attorney, parent, friend, etc. During the hearing, an advisor may act as a consultant for the student; however, an advisor may not speak on behalf of the student. If a student chooses to have an attorney as the advisor, the student shall pay all fees, costs, and expenses for the retention of an attorney. If the student chooses to be accompanied by an advisor or attorney during the hearing, the student must sign a Family Educational Rights and Privacy Act of 1974 (FERPA) waiver, to grant access to the information. In the interest of expediency, as a general practice, hearings shall not be delayed due to the unavailability of an advisor/attorney.

Once the hearing is scheduled, the AIRB must provide written notice to the parties involved regarding the date, time, and place of the hearing. The AIRB will rule on all questions of procedure, the admission or exclusion of evidence, and the need to call witnesses for additional testimony. Hearings shall be held in accordance with generally accepted standards of procedural due process.

Hearings will be closed. Reasonable efforts will be made by all parties to preserve confidentiality during the process. The Chancellor shall establish and publish campus regulations providing for the handling of academic integrity cases in accordance with basic standards of procedural due process. Authority may be delegated to the Vice Chancellor of Student Affairs as outlined in Section 11.00 Authority of the University of California Policies Applying to Campus Activities, Organizations and Students (http://dos.uci.edu/conduct/uci_policy.php). Consistent with this requirement, procedures specified in such regulations shall be appropriate to the nature of the case and the severity of the potential discipline.

When a formal hearing is held, the following minimum procedural standards will ensure the accused student a fair hearing:

1. Written notice within a reasonable time before the hearing. The written notice shall include the following information: (1) a brief statement of the factual basis of the charges; (2) the University policies or campus regulations allegedly violated; and (3) the time and place of the hearing.

2. The opportunity for a prompt and fair hearing where the University shall bear the burden of proof, and at which the student shall have the opportunity to present documents and witnesses, to contest evidence, and to confront and cross-examine witnesses presented by the University. Notwithstanding the preceding sentence, no inference shall be drawn from the silence of the accused student.
3. A record of the hearing and an expeditious written decision based upon the preponderance of evidence, which shall be accompanied by a written summary of the findings of fact.

VIII. Report of the AIRB Hearing Panel on Academic Integrity Hearing Panel

After the hearing, the Hearing Panel shall arrive at a final decision. When a decision is reached, the AIAO will be informed of the decision. There are no further appeals or processes.

IX. IMPLEMENTATION

Once the decision has been rendered, the AIAO will notify the Student by issuing a letter to the Student and initiate any other necessary administrative actions. In case of a change in sanctions, the AIAO shall notify the Instructor and the appropriate Associate Dean(s) of the new administrative sanction(s). A record of the administrative sanction(s) shall be maintained by the AIAO.

Students found in violation of the Academic Integrity Policy must complete an online tutorial reviewing the Academic Integrity Policy. Students must complete this before they can enroll for courses during the year following the incident or, in the case of seniors, before a degree is awarded.

When, as a result of violations of the Academic Integrity Policy, a student is suspended or dismissed, a notation that the discipline was imposed must be posted on the academic transcript for the duration of the suspension or dismissal.

If a student receives a reduced grade in a course because of an Academic Integrity Policy Violation, the reduced grade will remain on the transcript even if the student retakes the course and obtains an improved grade.

Students with Academic Integrity Policy Violations may be excluded by the Associate Deans from consideration for academic honors at graduation. For students who wish to change majors, individual majors may take into account the commission of an act of dishonesty. Exclusions from consideration for honors and exclusion from major change are not determined at the time of the violation and do not fall under this Policy. Thus, students so affected are not eligible to request a formal hearing on the exclusion.

X. MAINTENANCE OF DISCIPLINARY RECORDS

The AIAO will maintain a record of each student who receives letter(s) of Academic Integrity Policy Violations and produce annual reports. The AIAO is required to report annually to the Academic Senate Council on Teaching, Learning, and Student Experience (CTLSE), the Vice Chancellor of Student Affairs, the Provost and Executive Vice Chancellor, the Associated Undergraduate Students of the University of California, Irvine, and the Associated Graduate Students of the University of California, Irvine, as outlined in Section VI.C. of the Academic Integrity Policy.

Records will normally be destroyed after seven years, unless the AIAO determines in any particular case that there is good reason to extend the period of retention. To ensure that minor (refers to anything below a suspension) and nonrecurring infractions do not hurt a student's career beyond UCI, the AIAO will expunge academic records upon reward of degree. The University will release a student's disciplinary records to potential employers, governmental agencies, other educational

institutions, or other organizations or individuals only if authorized to do so by the student in question or if compelled by law. Any record expunged by the AIAO will also be expunged in the offices of the appropriate Associate Deans.

XI. TYPES OF ACADEMIC INTEGRITY POLICY VIOLATIONS

Academic integrity applies equally to electronic media and print, and involves text, images, and ideas. Violations include but are not limited to the following examples:

A. Cheating

1. Copying from others during an examination.
2. Communicating examination answers to other students during an examination, or communicating examination questions to students who will take the same examination later.
3. Offering another person's work as one's own.
4. Taking an examination for another student.
5. Asking or allowing a student to take an examination for oneself or another student.
6. Sharing or collaborating on answers for a take-home examination or assignment unless specifically authorized by the instructor.
7. Tampering with an examination after it has been graded, and then returning it in an attempt to earn more credit.
8. Using unauthorized materials, prepared answers, written notes, or other information concealed in a blue book or elsewhere during an examination.

B. Dishonest Conduct

1. Stealing or attempting to steal an examination or answer key from the instructor.
2. Submitting substantial portions of the same work for credit in more than one course without consulting all instructors involved.
3. Falsifying or forging academic documents or records.

C. Plagiarism

Plagiarism is intellectual theft. It means use of the intellectual creations of another without proper attribution. Plagiarism may take two main forms, which are clearly related:

1. To steal or pass off as one's own the ideas or words, images, or other creative works of another.
2. To use a creative production without crediting the source, even if only minimal information is available to identify it for citation.

Credit must be given for every direct quotation, for paraphrasing or summarizing a work (in whole, or in part), and for information which is not common knowledge.

D. Collusion

Any student who knowingly or intentionally helps another student perform any of the above acts of cheating or plagiarism is subject to discipline under the Academic Integrity Policy. Examples of collusion include:

1. Allowing others to do the research and writing of an assigned paper (including use of the services of a commercial term-paper company).
2. Allowing another student to copy one's own work during a test or take-home assignment.

XII. GUIDELINES FOR ADMINISTRATIVE SANCTIONS FOR POLICY VIOLATIONS

When a student is found to have violated University policies or campus regulations, any of the following disciplinary actions may be imposed. Any sanction imposed should be appropriate to the violation, taking into consideration the context and seriousness of the violation.

A. Educational Course

A tutorial or course which the student will be required to take.

B. Warning

Written notice or reprimand to the student that a violation of specified University policies or campus regulations has occurred, and that continued or repeated violations of University policies or campus regulations may be cause for further disciplinary action, normally in the form of disciplinary probation, loss of privileges and exclusion from activities, suspension, dismissal, or any combination of the preceding disciplinary actions.

C. Disciplinary Probation

Disciplinary probation is a status imposed for a specified period of time during which a student must demonstrate conduct that conforms to University standards of conduct. Conditions restricting the student's privileges or eligibility for activities may be imposed. Violation of any conditions of the probation or the policy may result in further disciplinary action, normally in the form of suspension or dismissal.

D. Suspension

Suspension is termination of student status at the campus for a specified period of time with reinstatement thereafter certain, provided that the student has complied with all conditions imposed as part of the suspension and provided that the student otherwise qualifies for reinstatement. Violation of the conditions of suspension or of University policies or campus regulations during the period of suspension may be cause for further disciplinary action, normally in the form of dismissal.

E. Dismissal

Dismissal is termination of student status for an indefinite period. Readmission to the University shall require the specific approval of the Chancellor of the campus to which a dismissed student has applied. Readmission after dismissal may be granted only under exceptional circumstances.

F. Revoking Awarding of Degree

Subject to the concurrence of the Academic Senate, a student's degree may be revoked if obtained by fraud. Such revocation is subject to review on appeal by the Chancellor.

G. Other

Other disciplinary actions may include community service.