

Academic Honesty: Checklist for Instructors

(THIS CHECKLIST IS INTENDED AS A SUPPLEMENT TO SENATE POLICY ON ACADEMIC HONESTY, NOT A SUBSTITUTE.)

When you suspect a student of academic dishonesty, take some deep breaths and be patient. You may give a grade of “NR” if your suspicion can’t be resolved before quarter’s end. You may want to consult with colleagues about your suspicions:

- **Confront the student with your suspicion and evidence as soon as practical (and certainly within 15 calendar days of discovering the evidence), giving him or her ample opportunity to explain and rebut.**
- **Refer the student to the campus Policy on Academic Honesty.**
- **Discuss due process rights and your determination to be fair.**
- **Attempt to obtain an admission that dishonest conduct occurred if the student’s explanations are unconvincing.**
- **If you are convinced dishonesty has occurred, assign the appropriate grade for the assignment in question and/or for the quarter’s work as a whole.***
Law requires that you never assign a grade as a *punishment*, but rather that you judge the effect the dishonesty has had on the *quality of the student’s work on the assignment and on the quarter’s work as a whole.*
- **Note: Students' grades are often lowered for reasons that don't immediately reflect the quality of their work -- e.g., when they are frequently tardy or absent. In a case where one student allows another to copy his/her work, the instructor could say that academic dishonesty will be reflected in the final grade because dishonesty devalues the learning experience for the whole class.**
- **If you are convinced dishonesty has occurred, give the student a report of your findings (a form is optional) and the effect they will have on the student’s grade and send a copy of the report or form with copies of any necessary supporting documents to your Associate Dean and the Associate Dean of the student’s school, if different. Look to the appropriate Associate Dean for guidance in writing the letter since it becomes the basis for a possible campuswide sanction.**

*The Policy lists these options: 1. To issue a reprimand to the student with a letter of explanation to the student's file. 2. To require repetition of the questionable work or examination with a letter of explanation to the student's file. 3. To reduce the grade to an 'F' or zero, if appropriate, on the questionable work or examination with written notification to the student and a letter of explanation to the student's file. 4. To assign the student a failing grade in the course or otherwise lower the grade in the course with a letter of explanation to the student's file.

ACADEMIC DISHONESTY REPORTING FORM

The willingness of instructors to report cases of academic dishonesty is crucial to the overall success of UCI's policy on academic honesty. These reports enable the University to track patterns of offense, identify repeat offenders, and meet the requirements of due process and civil law.

IF THE INSTRUCTOR FILLS OUT THIS FORM, ATTACH A COPY OF ANY CORRESPONDENCE ADDRESSED TO THE STUDENT AND SEND TO THE ASSOCIATE DEAN OF THE INSTRUCTOR'S SCHOOL AND THE STUDENT'S

Instructor: _____ **Department:** _____

Student: _____ **Undergraduate:** _____ **Graduate:** _____

ID #: _____ **Major:** _____

Date of Incident: _____ **Date of Discovery:** _____ **Date of Meeting:** _____ **Date of Letter:** _____

In what course did the incident take place? _____ **Quarter:** _____

Type of Incident (Circle the appropriate number[s]):

Cheating: **1.** Copying from others during an examination. **2.** Communicating exam answers with another student during an examination. **3.** Offering another person's work as one's own. **4.** Taking an examination for another student or having someone take an examination for oneself. **5.** Sharing answers from a take-home examination unless specifically authorized by the instructor. **6.** Tampering with an examination after it has been corrected, then returning it for more credit. **7.** Using unauthorized materials, prepared answers, written notes or information concealed in a blue book or elsewhere during an examination. **8.** Allowing others to do the research and writing of an assigned paper (including use of the services of a commercial term-paper company).

Dishonest Conduct: **9.** Stealing or attempting to steal an examination or answer key from the instructor. **10.** Changing or attempting to change official academic records without proper sanction. **11.** Submitting a substantial portions of the same work for credit in more than one course without consulting all instructors involved. **12.** Forging add/drop/change cards and other enrollment documents, or altering such documents after signatures have been obtained. **13.** Intentionally impairing the concentration of other students and/or faculty members.

Plagiarism: 14. Passing off as one's own the ideas or words of another. **15.** Using a creative production without crediting the source. (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.)

Collusion: 16. Knowingly or intentionally helping another student to perform any of the above acts of cheating or plagiarism.

Other: 17. (please specify): _____

Briefly describe the evidence upon which the finding is based:

State whether the student has accepted responsibility:

Action taken (circle the appropriate number):

1) Issuance of a reprimand to the student with letter of explanation to the student's file. **2)** Requirement of repetition of the questionable work or examination with letter of explanation to the student's file. **3)** Reduction of the grade to an 'F' or zero, if appropriate, on the questionable work or examination with written notification to the student and a letter of explanation to the student's file. **4)** Assigning the student a failing grade in the course or otherwise lowering the grade with a letter of explanation to the student's file.

Recommendations to Associate Dean(s) for further action:

Signature: _____ Date: _____

Name (print or type): _____

BOILERPLATE LETTER FROM INSTRUCTORS TO STUDENTS

Date

Name
Student ID:
Address

Dear _____:

Paragraph 1 records the date of your meeting with the student, names the piece of work and kind of academic dishonesty in the specified course.

Paragraph 2 records the effect of the dishonest conduct on the grade, based upon the seriousness of the offense and the importance of the assignment.

Paragraph 3 records whether the student has admitted the misconduct and describes the evidence where this is in dispute and notes any recommendation to the relevant Associate Deans about a possible campuswide disciplinary sanction.

Paragraph 4 informs the student that he/she may request further help and/or mediation: “If you believe the final effect upon your grade to be unfair, you may, within a 15-day period, request mediation by writing to the Associate Dean of my School or to the Ombudsman. It should be understood, however, that all grades are ultimately the responsibility of faculty. If you have any questions about the campus policy on Academic Honesty, you may find the policy in the *UCI General Catalogue* and on the UCI Registrar’s website (<http://www.reg.uci.edu>) and you may of course consult with the Associate Dean of your School.”

Sincerely,

Your Name Here
Academic Title
School of xxx (your school)

Enclose copies of any necessary supporting evidence

cc: Associate Dean of Student’s School (with any attachments)
Associate Dean of Your School (with any attachments)