

THE MANUAL OF THE IRVINE DIVISION OF THE ACADEMIC SENATE
PART III – APPENDICES OF THE IRVINE DIVISION

Only academic integrity cases initiated prior to July 30, 2024 are subject to this version of Appendix VIII. The accompanying procedures referenced in this version of Appendix VIII are found on pp. 4-10. For academic integrity cases initiated on July 30, 2024 or thereafter, please refer to the current version of Appendix VIII.

Appendix VIII: UCI Academic Senate Policy on Academic Integrity

Revised: 12/12/96, 10/12/00, 11/21/02, 1/21/03, 1/26/06, 4/05/07, 6/7/2007, 6/5/08, 4/23/15

I. Preamble

The University of California, Irvine is an institution of learning, research, and scholarship that is strengthened by the existence of an environment of integrity. As members of the academic community, instructors, students, and administrators are responsible for maintaining this environment. It is essential that all members of the University practice academic integrity and accept individual responsibility for their work and actions.

Violating the Academic Integrity Policy is unacceptable, devaluing the teaching and learning experience for the entire community. While at UCI, members of the academic community should become better educated about the ethical framework underpinning academic integrity and improve their moral standards supporting it.

The UCI Academic Senate Policy on Academic Integrity states the general rules and procedures associated with student academic integrity. This Academic Integrity Policy applies to undergraduate and graduate students enrolled in a UCI course. A separate policy governs the integrity of research.

Medical students are governed by policies specified in the UCI School of Medicine Handbook:
<http://www.meded.uci.edu/docs/2010-2011%20Handbook.pdf>

Law students are governed by policies specified in School of Law Academic Honor Code:
http://www.law.uci.edu/current/UCI_Law_Honor_Code.pdf

II. Defined Terms

1. Academic Integrity Policy: the UCI Academic Senate Policy on Academic Integrity.
2. Academic Integrity Policy Violations: outlined in the Procedures document of the Academic Integrity Policy.
3. Academic Consequences: grades assigned by Instructor.
4. Administrative Sanctions: outlined in the Procedures document of the Academic Integrity Policy.
5. AIAO: Academic Integrity Administrative Office.
6. Instructor: faculty member or instructor of record.
7. Student: any student or students who have allegedly violated the Academic Integrity Policy
8. Hearing Panel: Subcommittee of the Council on Student Experience as outlined in the Procedures document of the Academic Integrity Policy.

III. Students' Responsibilities

All students are expected to complete a course in compliance with the Instructor's standards. No student shall engage in any activity involving any Academic Integrity Policy Violations. No student shall engage in any activity that involves attempting to receive a grade by means other than honest effort, and shall not aid another student who is attempting to do so. All students are encouraged to notify instructors, but may also notify the AIAO, about observed incidents of Academic Integrity Policy Violations.

Instructors should take reasonable steps to preserve the confidentiality of students making such reports.

All students have the responsibility to become familiar with and abide by the Academic Integrity Policy.

IV. Instructors' Responsibilities

Instructors should create an environment in their classes where academic integrity is understood and supported. They should assign grades in a transparent and equitable manner. Specifically:

1. They should monitor student work to ensure these policies are followed;
2. They should report all Academic Integrity Policy Violations to the AIAO;
3. They should faithfully administer and participate in the Academic Integrity Policy;
4. They should state in writing how graded assignments and exams will contribute to the final grade in the course. If any course-specific rules are required by the Instructor for maintaining academic integrity, the Instructor shall also inform students of these in writing. A reduction in a grade for an assignment or a course in response to academic dishonesty is not to be considered as a punishment, but instead responds to a failure by the student to fulfill one of the requirements of the course.

When an Instructor believes that a Student has violated the Academic Integrity Policy, the Instructor should report the incident to the AIAO within thirty instructional days of discovering the possible Academic Integrity Policy Violation. The Instructor shall participate in the process according to the Academic Integrity Policy.

In all cases, the Instructor shall determine the Student's grade in the course.

V. Teaching Assistant's (TA) and Reader's Responsibilities

A student acting in the capacity of a Teaching Assistant (TA) or Reader has a special responsibility to safeguard academic integrity. A TA/Reader shall equitably grade student work in the manner set by the Instructor. A TA/Reader shall not provide a student with any information or collaboration that would aid the student in completing the course in a dishonest manner (e.g. providing access to unauthorized material related to tests, examinations, or homework).

When a TA/Reader has evidence of an Academic Integrity Policy Violation, the TA/Reader should report the incident to the Instructor. The Instructor should report the incident to the AIAO.

VI. Responsibility for Resolution of Cases of Violation of the Policy

The responsibility for maintaining the standards of academic integrity rests with two University authorities: the Instructor and the AIAO. Under the Standing Orders of the Regents, discipline is the exclusive responsibility of the campus administration while authority over courses and curricula is under the exclusive authority of the Instructor through the Academic Senate.

A. Role of the Instructor

The Instructor shall assign grades in the course as appropriate to the work involved. All Academic consequences (e.g. scores on the assignments and course grades) are under the sole purview of the Instructor in the course.

B. Role of The AIAO

The AIAO manages the cases for all students accused of Academic Integrity Policy Violations and is the central repository for all case-related materials. The AIAO is the initial contact for the Instructor or students on all cases of Academic Integrity Policy Violations.

The AIAO is also responsible for imposing administrative sanctions. These sanctions shall be in accordance with guidelines authorized by the Council on Student Experience. Administrative sanctions range in severity from administrative probation to dismissal from the University. Students found responsible for multiple cases of Academic Integrity Policy Violations may be subject to dismissal from the University.

The AIAO must notify the Student (and if needed, the Instructor) of any allegations of Academic Integrity Policy Violations. The AIAO adjudicates cases when the Student disputes the possible imposition of administrative sanctions related to Academic Integrity Policy Violations. The AIAO can request meetings with the Instructor and Student to discuss the case, sanction, or procedure. The AIAO must follow the procedures and communicate in a timely manner. He or she may extend any timelines in the Academic Integrity Policy when practical exigencies so dictate, in which case all involved parties will be notified in writing and via email.

If the Student appeals the AIAO's decision, the AIAO shall schedule a Hearing Panel (see below) to review the case and make a final determination of the appropriate sanction.

The duty of the AIAO is not merely disciplinary. The office is encouraged to work with faculty and students to create a culture in which academic integrity is valued.

C. Records Management

The AIAO must archive its records to reflect the resolution of the case, and shall maintain a record of all cases as described in the Procedures document. The AIAO shall report annually to the Academic Senate Council on Student Experience, to 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 on all of the following: (1) the number, nature, and type of cases; (2) the pattern of decision-making; (3) the severity and type of academic consequences and administrative sanctions; and (4) other relevant matters as directed by the Council on Student Experience.

D. Role of the Hearing Panel

If the Student requests a hearing, the AIAO will request the Subcommittee on Academic Integrity of the Council on Student Experience to convene a Hearing Panel to review the case. (See the Procedures document.) The Hearing Panel will hear evidence on the case from the Student, Instructor, and other relevant parties as determined by the panel. The Hearing Panel shall communicate the final decision to the AIAO.

VII. Procedures for Resolution of Cases of Academic Integrity Policy Violations

These are described in the Procedures document of the Policy.

VIII. Maintenance of Disciplinary Records

The AIAO will maintain a record of each student who receives a letter(s) of Academic Integrity Policy Violations as described in the Procedures document. Maintaining such a record is not an administrative sanction.

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.

CASES PRIOR TO 07/30/24