

## Addressing Academic Misconduct

Gather all supporting materials and meet privately with each student involved. Explain your concerns regarding the alleged violation and listen to the student's response. If you believe that the student is responsible for the violation, the student may choose to accept responsibility by signing the referral form.

The referral form may be accessed through the Office of Community Standards website. Attach supporting documentation to the referral form. Supporting documentation may include: a description of the incident, a summary of your conversation with the student, copy of exam or assignment, Unicheck report, screen shots, text messages, witness names, group work guidelines, syllabus, etc.

Every effort should be made to preserve the faculty/student relationship. If a case is not resolved by the time that final grades are due, the student should be given an incomplete until the case is resolved. The referring faculty member will be notified of the outcome.

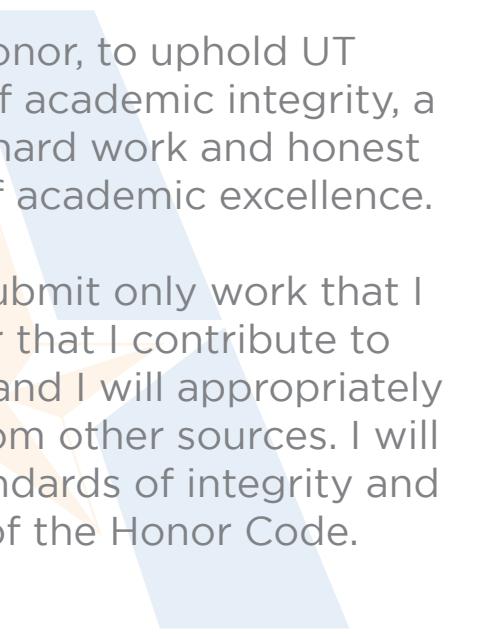
## Reasons to Refer

- Provides students with due process in accordance with UTA policies
- Upholds the UTA Honor Code, UTA degree integrity, and promotes competency
- Maintains records of prior academic integrity referrals from all colleges and departments
- Reduces future violations among students referred and deters other students
- The conduct process is educational in nature and promotes personal responsibility and positive decision making

### LIVE BY THE HONOR CODE

I pledge, on my honor, to uphold UT Arlington's tradition of academic integrity, a tradition that values hard work and honest effort in the pursuit of academic excellence.

I promise that I will submit only work that I personally create or that I contribute to group collaborations, and I will appropriately reference any work from other sources. I will follow the highest standards of integrity and uphold the spirit of the Honor Code.



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UTA is a Community that Cares  
[#UTACares](http://uta.edu/communitythatacares)

# FACULTY GUIDE TO ACADEMIC INTEGRITY



## Promote

- Discuss the importance of academic integrity on the first day. Reinforce throughout the semester, and connect it with ethical practices and importance in the field of study.
- Establish clear expectations and guidelines for assignments and exams.
- Discuss specifically what constitutes plagiarism, the importance of citing, ways to avoid plagiarism, and provide examples for students.
- Set clear guidelines for how students may or may not work together and give examples for what constitutes collusion in the course.
- Have students write and sign the Honor Code or some other statement indicating that the work they are submitting is their own.

## Prevent

### General:

- Address violations when they occur
- Reach out to struggling students
- Refer students to campus resources for help
- Make changes to exams/assignments each term

### Assignments:

- Utilize Unicheck on all assignments
- Require drafts for longer assignments

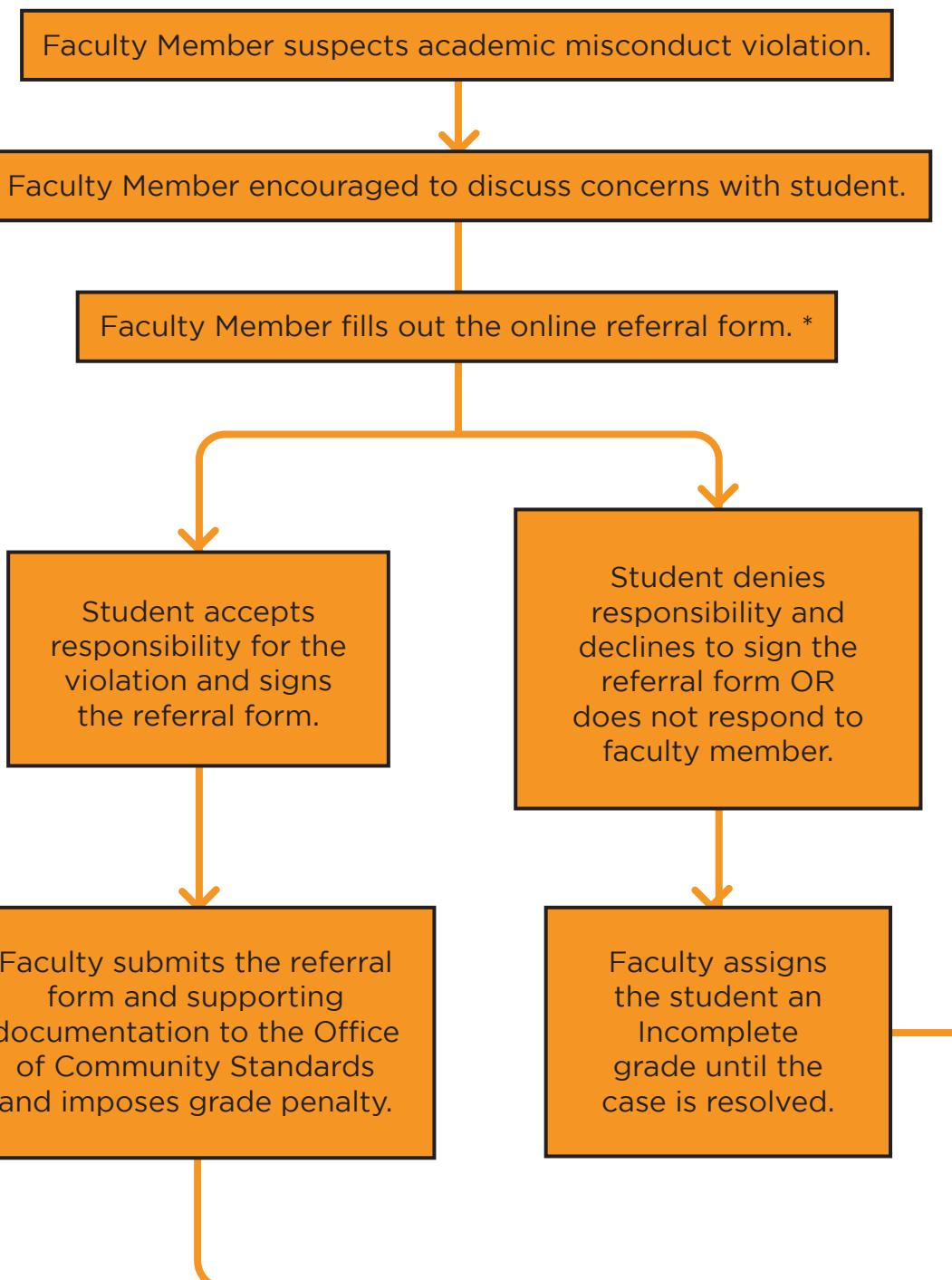
### Exams:

- Seating chart with space in between as available
- All belongings stored including smart watches
- Use different versions and have a process for how exams are distributed
- Incorporate essay and short response questions
- Vigilant proctoring
- Collect all materials and ID students as exams submitted

### Online:

- Limit the time frame that students have to take the exam
- Require Respondus Lockdown Browser and Monitor
- Clear guidelines for environment scan of work area and room

# Disciplinary Process for Academic Misconduct



\* The Faculty Referral Form may be found at [uta.edu/conduct](http://uta.edu/conduct)

\*\* Faculty notified of the outcome

Faculty Responsibility

Community Standards