

## The Disciplinary Process: Scholastic Dishonesty

### FACULTY MEMBER SUSPECTS DISHONESTY

#### FACULTY MEMBER CONFERS WITH STUDENT

The faculty member may decide no infraction occurred,

**OR** the faculty member may decide that an infraction occurred and the student may choose not to dispute the facts and accept a sanction given by the faculty member (Form 1),

**OR** the student denies scholastic dishonesty, and the matter is referred to the Office of Student Judicial Affairs (Form 2).

#### FACULTY DISPOSITION

The information (Form 1) is forwarded to the Office of Student Judicial Affairs who sanctions the student for the infraction.

Within 14 days of accepting administrative disposition, the student may appeal to the president.

Otherwise, the decision is final.

#### REFERRAL TO THE OFFICE OF SJA

The judicial officer confers with student and faculty member about the allegation.

The judicial officer may dismiss the case if the evidence is insufficient,

**OR** the student may choose not to dispute the facts and accept an administrative disposition,

**OR** the student may choose a University hearing.

#### ADMINISTRATIVE DISPOSITION

Within 14 days of accepting administrative disposition, the student may appeal the discipline sanction to the president.

Otherwise, the decision is final.

#### UNIVERSITY HEARING

After hearing the facts, the Hearing Officer may dismiss the case or find the student responsible and impose a sanction.

Within 14 days of the decision, the student may appeal the discipline sanction to the President.

#### APPEAL TO THE PRESIDENT BASED ON FACTS AND/OR SANCTION

The president may reverse the decision regarding the facts,

**OR** uphold the decision regarding both the facts and sanction,

**OR** uphold the decision regarding the facts but increase or reduce the sanction.

## Examples of Disruptive Student Conduct In and Outside of the Classroom

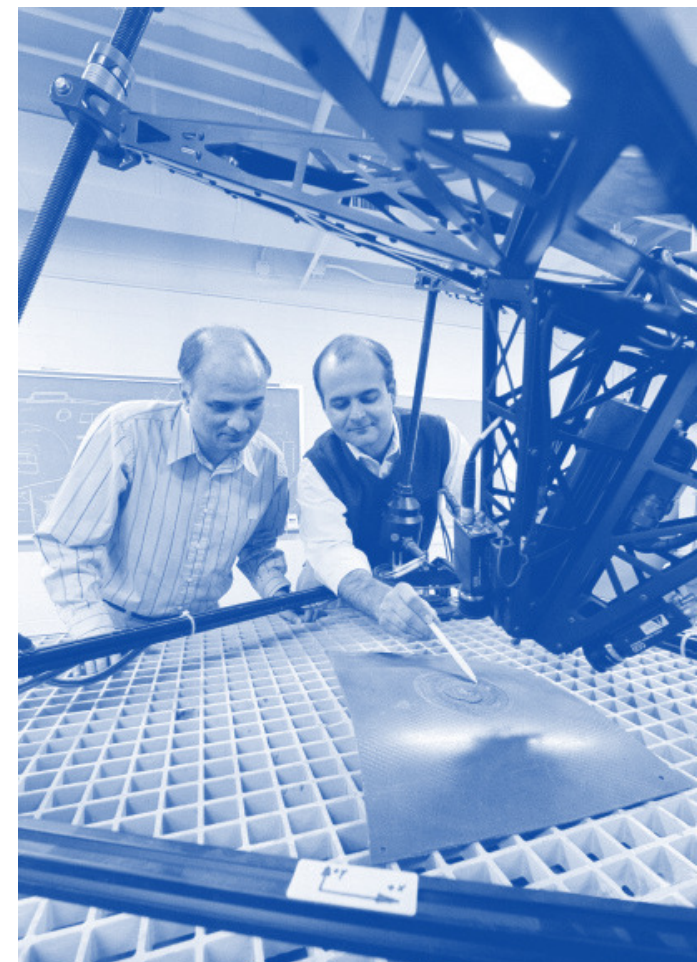
- Conduct that poses a significant threat of danger and/or physical harm to members of the University community.
- Unreasonable conduct that interferes with the rights of other students, staff or faculty, or interferes with the exercise of any activity or function of the University.
- Negative words or individual behaviors that cause another to become concerned with personal safety.
- Distractions involving cellular phones, excessive talking, tardiness or blatant inattentiveness.
- Intimidating or harassing statements that affect the living, working and teaching of students, faculty and staff.

## Procedures for Dealing with Disruptive Student Conduct

- If a student is displaying disruptive behavior, ask the student to refrain from the conduct in concrete terms (e.g., “please lower your voice” or “please sit in your chair”) and remind the student that there are consequences for failing to improve or continuing the disruptive behavior.
- If the student continues the disruptive behavior and/or becomes violent or threatening, contact the campus police immediately (emergency— (817)272-3003 or non-emergency— (817)272-3381).
- If the student fails to comply with an order or instruction of an official of the University acting in the course of his/her duties, the student should be immediately referred to the Office of Student Judicial Affairs for discipline.
- Document the incident, refer for disciplinary action and notify your department head or supervisor about the incident.

## Verbal Control

- Remain calm and listen.
- Acknowledge the concerns and feelings of the student.
- Avoid a tone that suggests nagging, demanding or indifference.
- Avoid abusive language.
- Keep a safe distance and avoid touching.
- Recognize the non-verbal signs displayed by the student.
- Set limits on the conversation after explaining policy and procedure.
- Refrain from shouting or getting into an argument with the student.



## Office of Student Judicial Affairs Faculty Guide to Academic Integrity and Disruptive Student Conduct

E.H. Hereford University Center  
B160, Lower Level  
Box 19355  
Arlington, Texas 76019  
817-272-2354  
Fax: 817-272-5221  
<http://www.uta.edu/studentaffairs/judicialaffairs/>



## UT Arlington's Policy on Cheating

Students who violate University rules on scholastic dishonesty are subject to disciplinary and academic sanctions. To report scholastic dishonesty, use forms found at [www.uta.edu/studentaffairs/judicialaffairs](http://www.uta.edu/studentaffairs/judicialaffairs).

### Taking the First Step

If a suspected incident occurs during an exam, the student should be allowed to complete the exam. Note the names of possible witnesses. You may privately ask the student to move to another location. After the exam, meet privately with the student(s) involved and discuss the alleged violation and the supportive evidence.

If the incident was recognized "after the fact" or occurred outside an examination setting, gather all supportive evidence (e.g., exams, reports, computer programs, other academic assignments) and meet with the student privately at your earliest opportunity.

When dishonesty is suspected on a final exam, submit an "X" for incomplete until you meet with the student, preferably within a month of the exam.

Every effort should be made to preserve the faculty/student relationship. Listen carefully to the student's response to the allegations.

### The Student Admits Dishonesty

If the student accepts responsibility for scholastic dishonesty, you have the right to assign an "F" for the assignment or exam, an "F" for the course, a deduction of points on the assignment or a less serious sanction, such as resubmitting the assignment or retaking the exam. You then submit Form 1 (signed by the student admitting responsibility) to the Office of Student Judicial Affairs where a discipline sanction may be imposed.

The student has the right not to sign Form 1 and must be given the opportunity to deny the allegation.

### The Student Denies Dishonesty

If you believe an act of scholastic dishonesty occurred and do not accept the student's explanation, the student denies guilt, or you are unable to meet with the student, you must complete Form 2 and send it to the Office of Student Judicial Affairs.

Until adjudication proceedings have been completed, the student must be permitted to attend class and complete all assignments with no grading penalties.

## Decision-Making Approaches

The Office of Student Judicial Affairs is responsible for investigating the allegations received. The student will receive a summons letter requiring him/her to make an appointment unless the allegations are determined to be unfounded.

Note: If the student fails to appear without a valid reason, the judicial officer may bar reenrollment or proceed with a University hearing.

The time commitment required of the faculty member varies with the complexity of the case. Typically in a formal hearing, the student, the professor, and other witnesses are asked to be present.

Reporting academic dishonesty emphasizes to the student the seriousness placed on integrity in the classroom.

### Promoting Academic Integrity in the Classroom

- Stress the importance in the course syllabi.
- Describe behaviors you consider scholastically dishonest.
- Take action against everyone involved in scholastic dishonesty.
- Advise students in advance that restroom use is prohibited during the exam and that silence will be enforced.
- Do not use the same exam twice.
- Print the same exam using different fonts so that it looks like different exam forms are used.
- Develop alternative exam forms (i.e., same items and responses, but one or both are presented in a different order).
- Do not use students to type or duplicate exams.
- Check desks and surrounding area for notes and unauthorized materials.
- Staple scrap paper to the answer sheet before distributing.
- Remain in the classroom during the exam and use additional proctors.
- Walk around and occasionally stand at the rear of the room since students will want to know where the professor is and turn around before cheating.
- Do not give answer manuals to graders.
- Define the term "plagiarism" and the proper documentation of sources for papers.

## What is Academic Integrity?

"Academic integrity is defined as being a firm adherence to a code or standard of values. It is a commitment on the part of students, faculty, and staff, even in the face of adversity, to five fundamental values: honesty, trust, fairness, respect, and responsibility. From these values flow principles of behavior that enable academic communities to translate ideals into action" (The Center For Academic Integrity, 2007).

### What Is Scholastic Dishonesty?

Scholastic dishonesty includes cheating, plagiarism, and collusion on an examination or an assignment being offered for credit. Each student is accountable for work submitted for credit, including group projects;

*-Cheating on an examination or an assignment* includes:

- copying the work of another; allowing someone to copy, engaging in written, oral or any other means of communication with another; or giving or seeking aid from another when not permitted by the instructor;
- using material during an examination or when completing an assignment that is not authorized by the person giving the examination or making the work assignment, including, but not limited to, electronic or digital devices such as calculators, cell phones, camera phones, scanner pens, PDAs, or flash drives, etc.;
- taking or attempting to take an examination for another, or allowing another to take or attempt to take an examination for a student;
- using, obtaining, or attempting to obtain by any means, the whole or any part of an examination or work assignment that is not provided for student use by the instructor;
- any act designed to give unfair advantage to a student or the attempt to commit such an act;

*-Plagiarism* means the unacknowledged incorporation of the work of another in work that is offered for credit;

*-Collusion* means the unauthorized collaboration with another in preparing work that is offered for credit.

### What is Disruptive Student Conduct?

According to *Student Conduct and Discipline*, "students are prohibited from engaging in or attempting to engage in conduct, either alone or in concert with others, that is intended to obstruct, disrupt, or interfere with, or that in fact obstructs, disrupts, or interferes with any instructional, educational, research, administrative, or public performance or other activity authorized to be conducted in or on a University facility. Obstruction or disruption includes, but is not limited to, any act that interrupts, modifies, or damages utility service or equipment, communication service or equipment, or computer equipment, software, or networks" (UTA Handbook of Operating Procedures, Ch.2, Sec.2-202).