



Faculty Academic Integrity Guide for Online Learning

Navigating Academic Integrity in a Virtual Environment

- The Office of Community Standards is currently operating remotely and will continue meeting with students using Microsoft Teams. Faculty will continue to be copied on outcome letters as cases are resolved.
- For more information on using Teams to communicate with students, please visit <https://oit.uta.edu/utaremot/index.php> and look under the “Know Your Tools” section. Microsoft Teams allows faculty to set up a video conference or phone call with a student.
- Reach out to the Office of Community Standards for support at conduct@uta.edu and dtmoore@uta.edu. You may also call 817-272-2354 and leave a voicemail.
- Consultation is available via e-mail and Microsoft Teams.

Refer Alleged Violations

- Faculty are encouraged to submit referrals using the [online form](#) or by emailing the referral and supporting documents to conduct@uta.edu.
- Submit referrals online at:
https://cm.maxient.com/reportingform.php?UnivofTexasArlington&layout_id=6
- Students may choose to sign the referral form electronically or email a scanned copy.

Prevent Academic Misconduct

- General:
 - Address violations when they occur.
 - Reach out to struggling students and refer to campus resources for help.
 - Make changes to exams/assignments each term.
- Exam administration:
 - Require Respondus Lockdown Browser and Monitor.
 - [Canvas Quizzes and Lockdown Browser training tutorial](#) (video)
 - Limit the time frame that students have to take the exam.
 - Establish clear guidelines for an environment scan of work area and room.
 - Randomize questions and answers.
 - Set a reasonable time limit for questions and do not allow backtracking.
 - Incorporate essay and short response questions.
- Assignments:
 - Utilize Unicheck on all assignments.
 - [Unicheck training tutorial](#) (video)
 - [Unicheck Help Center](#)
 - Require drafts for longer assignments.



Promote Academic Integrity

- Discuss the importance of academic integrity early, 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.

Reasons to Refer Alleged Academic Integrity Violations

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