

Academic Integrity

An Introduction to UNC Charlotte Policies and Procedures

Presented by the Graduate School at UNC Charlotte



UNC CHARLOTTE

Completing the Seminar

- All incoming UNC Charlotte doctoral students are required to complete the Academic Integrity (GRAD 8990) on-line module.
- The following presentation will introduce you to the principles of academic integrity set forth in UNC Charlotte's Code of Student Academic Integrity and help you to understand these principles in the context of scholarly and professional practice.
- Please view this presentation in "Presentation Mode" (simply press F5 on the top of your keyboard)
- Please read this informative presentation before you attempt to complete the 13-multiple choice quiz.
- Once you pass the quiz, *Moodle* will record and save the grade of "N" indicating a non-graded course. This grade will be posted on your UNC Charlotte official transcript at the end of the term.

The Importance of Academic Integrity

“Academic honesty and integrity are essential to the existence and growth of an academic community. Without maintenance of high standards of honesty, members of the instructional faculty are defrauded, students are unfairly treated, and society itself is poorly served. Maintaining the academic standards of honesty and integrity is ultimately the formal responsibility of the instructional faculty; and this responsibility is shared by all members of the academic community”

University Policy #407: The Code of Student Academic Integrity. Retrieved July 18, 2012 from <http://legal.uncc.edu/policies/up-407>

Academic Integrity is YOUR Responsibility

ALL members of the UNC Charlotte community are responsible for upholding the Code of Student Academic Integrity. Specific responsibilities are as follows:

Students

- Responsible for upholding the values of academic honesty and integrity
- Expected to behave in a manner that is consistent with the values of the UNC Charlotte academic community
- Actively encourage fellow members of our community to do the same

Faculty

- Expected to uphold and transmit to students a respect for integrity and honesty in academic pursuits.
- Model integrity in their own work as well as actively discourage dishonesty on behalf of students

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Know the Code

- The UNC Charlotte Code of Student Academic Integrity (<http://legal.uncc.edu/policies/up-407>) describes the standards of academic integrity to be upheld and promoted by students and faculty at UNC Charlotte. All students and faculty are expected to be familiar with the provisions set forth in this Code.
- The principles set forth in UNC Charlotte's code are consistent with many professional codes of conduct. However, you should also familiarize yourself with the professional codes that are most pertinent to your field of study.
- The following slides will provide detailed information regarding expected standards of behavior, penalties for violations, and procedures that will be followed when a violation has occurred.

The Code of Student Academic Integrity



Definition of Plagiarism

- “Intentionally or knowingly presenting the work of another as one’s own (i.e., without proper acknowledgement of the source). The sole exception to the requirement of acknowledging sources is when the ideas, information, etc., are common knowledge. ”
- “Plagiarism is use of the distinctive ideas or words belonging to another person without adequate acknowledgement of that person’s contributions.”
 - The original author must be acknowledged (cited) whether you are quoting directly, paraphrasing, or borrowing facts and figures that are not common knowledge.

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What is Common Knowledge?

- Common knowledge refers to knowledge that is generally available to anyone and shared by everyone.
 - Examples include the names of prominent leaders (i.e. Mahatma Gandhi, George Washington was the first president of the United States), basic scientific laws, etc.
- **If you are unsure** as to whether information is common knowledge, you should err on the side of caution and **provide the citation.**



Why is Plagiarism Wrong?

- Violation of Trust
 - Trust among academics is violated as well as the public trust in the products of academia.
 - Plagiarism undermines the reputation of individuals and the institutions that they represent.
- Legal Violation
 - Plagiarism violates Intellectual Property Laws in many states, which protect the creator of an intellectual work by preventing others from copying or reproducing this work without proper permission.
- Detrimental to Fundamental Goals of Education
 - Those who plagiarize are simply repeating the thoughts of others, thus failing to demonstrate the level of knowledge expected from educated individuals and undermining the goals of education.

Standler, R. B. (2000). Plagiarism in Colleges in USA. Retrieved from <http://www.rbs2.com/plag.pdf>, on July 18, 2012.

Cassell & Rasmussen (2008). Academic Integrity: What Graduate Students Need to Know about Plagiarism.



Quoting vs. Paraphrasing

Direct Quotation: Every direct quotation must be identified by quotation marks or by appropriate indentation, and must be promptly acknowledged. The citation must be complete and in a style appropriate to the academic discipline.

Paraphrase: Prompt acknowledgement is required when material from another source is paraphrased or summarized in whole or in part in one's own words. To acknowledge a paraphrase properly, one might state: "to paraphrase Locke's comment . . ." or "according to Rousseau . . ." and conclude with a citation identifying the exact reference.

Unacknowledged direct quotation

- **Original Source:** "To push the comparison with popular tale and popular romance a bit further, we may note that the measure of artistic triviality of works such as *Sir Degare* or even *Havelok the Dane* is their casualness, their indifference to all but the simplest elements of literary substance. The point is that high genre does not certify art and low genre does not preclude it." (From Robert M. Duran, *Chaucer and the Shape of Creation*, Howard University Press, 1967, p. 187.)
- **Student Paper:** To push the comparison with popular tale and popular romance a bit further, you can note that the measure of the artistic triviality in some works of Chaucer's time period is their casualness, their indifference to all but the simplest elements of literary substance. The point is that high genre does not certify art and low genre does not preclude it.

Unacknowledged Paraphrase

Original Source: "The era in question included three formally declared wars. The decision to enter the War of 1812 was made by Congress after extended debate. Madison made no recommendation in favor of hostilities, though he did marshal a telling case against England in his message to Congress of June 1, 1812. The primary impetus to battle, however, seems to have come from a group of War Hawks in the legislature." (From W. Taylor Reveley III, "Presidential War-Making: Constitutional Prerogative or Usurpation?", *University of Virginia Law Review*, November 1969, footnotes omitted.)

Student Paper: "There were three formally declared wars during this era. The decision to enter the war in 1812 was made by Congress after extended debate. Madison actually made no recommendation in favor of hostilities in his message to Congress of June 1, 1812, though he presented a persuasive case against Britain. The primary impetus to battle, however, appears to have come from a group of War Hawks in the legislature."

Borrowed Facts of Information

Information obtained in one's reading or research which is *not common knowledge* must be acknowledged.

- Materials that contribute only to one's general understanding of the subject may be acknowledged in the bibliography and need not be immediately cited.
- One citation is usually sufficient to acknowledge indebtedness when a number of connected sentences in the paper or report draw their special information from one source. When direct quotations are used, however, quotation marks must be inserted and prompt acknowledgement made. Similarly, when a passage is paraphrased, prompt acknowledgement is required.

Citation of Online Sources

- The vast availability of online sources has created new academic integrity dilemmas and opportunities for would-be plagiarists.
- **Though readily available, the information obtained online is NO DIFFERENT than that obtained from a book, journal article, encyclopedia, etc.**
- Any information obtained from an online source must be cited in a manner consistent with the definition of plagiarism presented previously.
 1. If you copy written ideas directly you must use quotation marks and cite the original source.
 2. If you paraphrase thoughts or ideas from a website, you must cite the original source.
- The proper form of your citation will vary by discipline. Consult your professional guidebook (i.e., American Psychological Association Manual, Modern Language Association Manual) for details.

Examples of Plagiarism



Maureen Dowd



Background

- Earned her B.A in English literature from Catholic University in Washington D.C. Her career began, soon after graduating, as an editorial assistant for the “Washington Star” where she advanced and later became a writer for “Time” magazine in 1981.
- In 1995, Dowd became the Op-Ed columnist for the New York Times. Dowd was very successful and, in 1999, she won the Pulitzer Prize for distinguished commentary.

Wrote it, but did not check the source

THE ACCUSATION

- In 2009, Dowd was accused of copying an online post made by “Talking Points Memo” editor John Marshall. Dowd claims to have accidentally used Marshall’s words in her column and the plagiarism occurred because she wrote based on a conversation with a friend who must have read Marshall’s post.

CONSEQUENCES

- Dowd wrote a letter of apology to the Huffington Post and credited Marshall for the statements and adjusted her online column to reflect the proper credit as well.
- Despite her apology, bloggers continued to question Dowd and investigated the plagiarism further. It was found that 43 of the 45 words in the plagiarized paragraph were copied directly. Thus, although Dowd claims her plagiarism was accidental, some feel that her credibility is still in question.

Information retrieved from http://www.huffingtonpost.com/2009/05/17/maureen-dowd-admits-lady_n_204418.html

Gerry Lushington

Background

- Received a PhD in Theoretical Chemistry at the University of New Brunswick
- Served as a defense contractor for the US Army Research Laboratory conducting work in computational chemistry
- Since 2001, he has served as laboratory director at the Kansas University



Wrote it, but did not check the source

THE ACCUSATION

- While serving as director of the bioinformatics facility, Lushington was accused by the US Office of Research Integrity of failing to report plagiarism. Although Lushington did not plagiarize, personally, he still fell under scrutiny because the university investigation found that a student alerted Lushington of the plagiarism offense. Yet, Lushington did nothing.

CONSEQUENCES

- Through a voluntary settlement, Lushington's research affiliated with the US Public Health Service (PHS) will be supervised. Additionally, one year after the agreement, then again, two years after the agreement, the university must construct a summary detailing that all of Lushington's work is in fact his own. Further, he can no longer serve as an advisor for the PHS.

Information of accusation retrieved from

<http://www.nature.com/news/us-authorities-crack-down-on-plagiarism-1.9776>

Information of consequences retrieved from

<https://www.federalregister.gov/articles/2011/12/23/2011-32914/findings-of-research-misconduct>



Plagiarize and Pay the Price

Do NOT let yourself become one of these stories



Definitions of Fabrication & Falsification

- “Intentional and unauthorized alteration or invention of any information or citation in an academic exercise. Falsification is a matter of altering information, while fabrication is a matter of inventing or counterfeiting information for use in any academic exercise”
 - Examples of Fabrication: “Inventing or counterfeiting data, research results, information, or procedures; inventing data or fabricating research procedures to make it appear that the results of one process are actually the results of several processes; counterfeiting a record of internship or practicum experiences.”
 - Examples of Falsification: “Altering the record of data or experimental procedures or results; false citation of the source of information (e.g., reproducing a quotation from a book review while indicating that the quotation was obtained from the book itself); altering the record of or reporting false information about practicum or clinical experiences; altering grade reports or other academic records; submitting a false excuse for absence or tardiness in a scheduled academic exercise; altering a returned examination paper and seeking re-grading.”

Definition of Cheating

- “Intentionally using or attempting to use unauthorized materials, information, notes, study aids or other devices in any academic exercise. This definition includes unauthorized communication of information during an academic exercise.”
 - Examples: “Copying from another student's paper or receiving unauthorized assistance during a quiz, test or examination; using books, notes or other devices (e.g., calculators) when these are not authorized; procuring without authorization tests or examinations before the scheduled exercise (including discussion of the substance of examinations and tests when it is expected these will not be discussed); copying reports, laboratory work, computer programs or files and the like from other students; collaborating on laboratory or computer work without authorization and without indication of the nature and extent of the collaboration; sending a substitute to take an examination.”

Definition of Multiple Submission

- “The submission of substantial portions of the same academic work (including oral reports) for credit more than once without authorization.”
 - Examples: “Submitting the same paper for credit in two courses without instructor permission; making minor revisions in a credited paper or report (including oral presentations) and submitting it again as if it were new work. (Different aspects of the same work may receive separate credit; e.g., a report in History may receive credit for its content in a History course and for the quality of presentation in a Speech course.)”

Definition of the Abuse of Academic Materials

- Definition: “Intentionally or knowingly destroying, stealing, or making inaccessible library or other academic resource material.”
 - Examples: “Stealing or destroying library or reference materials needed for common academic exercises; hiding resource materials so others may not use them; destroying computer programs or files needed in academic work; stealing or intentionally destroying another student's notes or laboratory experiments; receiving assistance in locating or using sources of information in an assignment where such assistance has been forbidden by the instructor.”

Consequences of Academic Integrity Violations

“All acts of academic dishonesty violate standards essential to the existence of an academic community.”

UNC Charlotte is committed to ensuring the highest quality academic experience for our students and maintaining integrity in the learning environment. Therefore, it is important that students understand the possible consequences of academic integrity violations.

A violation of or suspected violation of academic integrity standards will yield access to a student’s academic records. For more information on your rights to privacy of that information, see the tutorial for the Family Educational Rights & Privacy Act at <https://49erconnect.uncc.edu/ferpa/>

Academic Integrity Campaign, University of California, Santa Barbara.
For additional statistics visit <http://judicialaffairs.sa.ucsb.edu>

Penalties for First Offenses

First offenses are often properly handled by the faculty member teaching the course in which the violation occurred. Professors are instructed to contact the Dean of Students Office after they have made the decision to pursue academic integrity charges in order to determine whether this is a first offense for a particular student. Depending on the severity of the violation, the faculty member may choose to report this case to the Academic Integrity Board.

If the faculty member chooses to follow the settlement procedure, the penalties that may be assessed are limited to the following:

- A formal Warning
- A reduced grade (including “U” for graduate students) for the assignment
- A reduced grade (including “U” for graduate students) for the entire course, which results in automatic suspension from the University for graduate students.

Penalties for First Offenses

- Grade penalties are normally assessed. First time offenders can expect to receive zero credit for the assignment on which the violation occurred.
- Overall course grades are almost always further reduced beyond the result of the zero; this generally results in a course grade of “U” for graduate students and automatic suspension from the University.
- First offenses may also result in expulsion from the University, particularly if the violation is extremely severe in nature.
- Regardless of the penalty, a signed copy of the settlement will be maintained for eight years in the Dean of Students Office. Documentation of the first offense is maintained for internal record-keeping. If the offense goes to hearing then it becomes part of the student’s disciplinary record.

Penalties for Repeat Offenses

Penalties for some first offenses and all second offenses impact students beyond the course in which the violation occurred. The University-wide Academic Integrity Board (AIB) is responsible for handling such violations and assessing penalties. The range of penalties include all of those possible for first-time offenses and/or the following:

- The grade of "U" for a graduate student for the course with a designation "X" on the academic transcript indicating that an act of academic dishonesty has occurred. For graduate students, a grade of "U" in a course results in automatic suspension from the University.
- Disciplinary suspension from the University for a designated period of time which is reflected on the student's academic transcript.
- Removal from employment as a graduate assistant.
- Expulsion from the University. The academic transcript records the expulsion permanently. A record will be kept in the student's disciplinary file indefinitely.
- Revocation of degree should an offense be discovered after graduation that results from falsification of projects, thesis, or dissertation.

Academic Suspension & Termination

- Graduate students who receive a grade of “U” will automatically be suspended from the University. Students will then be ineligible to register in any semester or summer until properly reinstated.
- Graduate students who receive a second grade of “U” (after an initial suspension and reinstatement) may be permanently expelled from the University.
 - Some academic departments stipulate stricter penalties than the Graduate School. Students are advised to review the policies of their academic program in the UNC Charlotte Graduate School Catalog.

Penalty Determinations

In all determinations of penalty the following factors should be considered:

- The nature and seriousness of the offense.
- The injury or damage resulting from the misconduct.
- The student's motivation and state of mind at the time of the incident.
- The student's prior disciplinary record.
- The student's attitude and demeanor subsequent to the violation.

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from

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Identifying the Offense

- A faculty member responsible for assigning final grades in a course may acquire evidence either directly or through information supplied by others that a student violation of academic integrity may have occurred. After collecting the evidence available, the faculty member determines whether it warrants proceeding to the next level of inquiry.
- If the faculty member determines that the evidence is sufficient and decides to pursue academic integrity charges against the student, he/she contacts the Dean of Students Office, which will determine from its records whether the student has previously admitted to or been found guilty of an academic integrity violation.
- Once a student has received notice that he/she is charged with an academic integrity offense, and pending outcome of an academic integrity settlement or hearing, if the student is withdraws from the course, a grade for the course will still be issued. In all cases, the instructor shall assign a grade of “I” pending the outcome of the AIB hearing.

Settlement Procedure

- The **faculty member** meets with the student and presents the evidence of an academic integrity violation, then requests an explanation from the student. After hearing the explanation, if the faculty member determines that a violation has occurred, he/she fills out and signs the settlement form, noting the penalty to be applied, and gives the form to the student.
- The **student** has three business days to consider and seek advice on whether to admit guilt and accept the penalty by signing the settlement form. If the student agrees to sign, he/she does so in the presence of the faculty member who then implements the penalty. The faculty member forwards the settlement form to the Dean of Students. If the student decides not to admit guilt or not to accept the penalty, the faculty member *must* take the case to the Chairperson of the Academic Integrity Board, if *any* penalty is to be imposed.

For a copy of the settlement form refer to:

<http://legal.uncc.edu/sites/legal.uncc.edu/files/media/aicsettlementform.pdf>



Academic Integrity Board (AIB)

- The AIB is composed of all the current Student Hearing Panel Members and twenty – one full-time faculty members.
- At least two faculty members is appointed to the AIB from each college, and the number of faculty members appointed from each college shall be in proportion to the number of full-time faculty members with professorial rank in each college. (The panel shall include appropriate graduate faculty and graduate student representatives.)

AIB Hearings

- The AIB Chairperson selects one student and two impartial faculty members to serve as the Hearing Panel. Next, the Chairperson develops a written charge stating the allegations and the time, date, and location of the hearing. The accused student and faculty member shall have at least five days after receiving the letter to prepare for the hearing. The hearing is fact-finding in nature and is intended to provide participating members with a fair, orderly, and clearly understood system of inquiry into the alleged dishonesty.
 - Challenge: Panel members may be challenged by the student or faculty member on grounds of a bias that may affect impartial consideration of the case by that member.
- The faculty member referring the case and the accused student both have the opportunity to present evidence to the Hearing Panel. The burden of proof is on the faculty member; he or she must provide evidence in order to establish the guilt of the student.

AIB Hearings continued

- Both the student and faculty member may request the attendance of witnesses at the hearing. Additionally, the student and faculty member may each be accompanied by one person (including an attorney), but that person's role is solely to confer with and advise the student or faculty member.
- If the accused student fails to appear after proper notice, the Hearing Panel will make a conclusion about the case based on the evidence presented at the hearing. The Hearing Panel will deliberate in private and decide on the guilt of the student, based on the evidence presented at the hearing, by majority vote.

Outcomes of AIB Hearings

Found Not Guilty: If the accused student is found not guilty, the hearing is terminated and a written report is prepared and sent to the Dean of Students. The confidential file of material related to the case is maintained by the Dean of Students Office for one year, but does not become part of the student's disciplinary record. The case is closed and no penalty may be imposed.

Found Guilty: If the student is found guilty, the Hearing Panel will accept additional evidence and statements regarding the appropriate sanction to be imposed. The student's academic integrity record will be made available to the Panel. After hearing additional information, the Panel deliberates in private and determines the appropriate penalty. The student is expected to be present when the penalty is announced. A report is sent to the Dean of Students, who notifies the faculty member.

Notice of Imposition of Penalty: If a notice of appeal is not filed within three days or if the appeal does not result in a change of the Hearing Panel's decision, the Dean of Students notifies the student by letter of the penalty to be imposed.

Appeals

Right of Appeal: If found guilty, students are permitted three days from the conclusion of the hearing to file a written notice of appeal with the Dean of Students.

- If appeal notices are received within this time frame, the Dean of Students shall deliver the notice and all relevant records to the Provost.
- Students wishing to appeal must also submit a brief outlining the grounds upon which the appeal is based. This document must be received by the Dean of Students within ten days of the Hearing Panel's determination of guilt. Failure to do so will render the decision of the Hearing Panel final.
- The Provost or his/her designate reviews the record and issues a written decision on the appeal, sending copies of the decision on the appeal to the student, faculty member, Dean of Students, and Chairperson of the AIB.

Additional Examples

For additional literature, tutorials, and presentations on academic integrity please see the following resources:

Center for Teaching and Learning:

<http://teaching.uncc.edu/articles-books/best-practice-articles/academic-honesty-integrity>



Important Contacts

Dean of Students Office

dso.uncc.edu

Phone: 704-687-0345, Fax: 704-687-2616

UNC Charlotte Office of Legal Affairs

legal.uncc.edu

Phone: 704-687-5732, Fax: 704-687-3541

UNC Charlotte Graduate School

graduateschool.uncc.edu

Phone: 704-687-5503, Fax: 704-687-3279

Center for Graduate Life

gradlife.uncc.edu

Phone: 704-687-5661, Fax: 704-687-2286

Next Steps

- You have completed the required reading portion of the module.
- Please close this presentation and open the PDF titled, “Academic Integrity Quiz” in your *Moodle* folder for this course.
- Brief instructions are provided in the beginning. Please read them carefully.