



ACADEMIC INTEGRITY FACULTY GUIDE

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STUDENT CONDUCT &
ACADEMIC INTEGRITY

STUDENT ACADEMIC INTEGRITY

The Code of Student Academic Integrity is the University policy governing student behavior in the academic setting. Violations are outlined in the Code as well as the rights and responsibilities of students and faculty through the process. Being familiar with the Code will help you better understand academic expectations and your rights through the process.

legal.uncc.edu/policies/up-407

Q: HOW CAN I HELP PREVENT ACADEMIC MISCONDUCT?

A:

- ◆ Set clear standards for grading and assignments.
- ◆ Clearly state whether students may work together and, if so, how much.
- ◆ Remind students of exam rules such as not talking during exams, keeping their eyes on their own paper and storing all devices and materials out of sight in a bag or backpack. Consider printing these on a cover sheet to each exam.
- ◆ Structure test environments, homework, and writing assignments to reduce opportunities for cheating and plagiarism.
- ◆ Monitor exams to discourage cheating. This lets students know you are paying attention and that you will take appropriate action if an issue arises.
- ◆ Inform students that using solutions from previous assignments, utilizing former students work, posting course materials, audio or video recordings of a class are prohibited without explicit permission.

Q: HOW DO I NAVIGATE THE PROCESS?

A:

- ◆ If you believe academic misconduct may have occurred, contact Student Conduct & Academic Integrity as soon as possible. We will help you determine the resolution options available and answer your questions. Please call from your university provided phone or email from your university email account. We are unable to release prior conduct information if you call from a non-UNC Charlotte phone number.
- ◆ Once you have determined the resolution options available, notify the student that they are suspected of academic misconduct and discuss the resolution option you are pursuing.

Q: **HOW CAN ACADEMIC MISCONDUCT BE RESOLVED?**

A: There are three ways that academic misconduct cases can be resolved:

Informal Resolution

An agreement between a faculty member and a student which establishes that a violation of the Code occurred and assigns appropriate sanctions. This agreement is documented using a settlement form. Restrictions apply.

Facilitated Resolution

This resolution method is facilitated by a Student Conduct & Academic Integrity staff member in consultation with the faculty member and student. A Facilitated Resolution may be used if a faculty member and student cannot come to an informal resolution or if a student has a prior academic misconduct violation but wants to take responsibility for the current academic misconduct violation.

Formal Resolution

During a Formal Resolution, members of the Academic Integrity Board convene as a hearing panel and make an independent decision regarding the alleged misconduct. The Board will determine if a student is responsible for a violation of the Code, and if so, appropriate sanctions are assigned.

INFORMAL RESOLUTION

WHAT YOU NEED TO KNOW

- ◆ Students do not have to accept the resolution. They may take up to three business days to seek out resources and advice before returning the form to you.
- ◆ If a student declines the resolution, the case will be referred to either a Facilitated or Formal Resolution.
- ◆ Informal Resolution outcomes are internal University records and are not reported externally.
- ◆ Students can only sign one settlement form during their time at UNC Charlotte. If a student has a prior academic misconduct violation, the case would be referred to a Facilitated or Formal Resolution.
- ◆ The most severe sanction that can be given through an Informal Resolution is an "F" in the course for an undergraduate student and a "U" in the course for a graduate student.



FACILITATED RESOLUTION

WHAT YOU NEED TO KNOW

- ◆ Student Conduct & Academic Integrity staff will work with you to determine appropriate sanctions.
- ◆ You and the student may take up to three business days to seek out resources, advice, and consider the resolution offered before returning the form to Student Conduct & Academic Integrity.
- ◆ If you or the student decline the resolution, the case will be referred to a Formal Resolution.
- ◆ Facilitated Resolution outcomes can be reported externally with a student's consent.

FORMAL RESOLUTION

WHAT YOU NEED TO KNOW

- ◆ If you do not attend the hearing, it will continue in your absence.
- ◆ You can submit relevant evidence and bring witnesses.
- ◆ You will have access to a Student Conduct Counselor, who will assist you in understanding the Formal Resolution process and provide advice on preparing for a hearing.
- ◆ The hearing panel will make a determination on the charge(s) based on a preponderance of the evidence - that is, if it is more likely than not a violation occurred.
- ◆ A student's prior academic misconduct record cannot be shared with the hearing panel unless and until the student has been found responsible for a violation of the Code.
- ◆ Formal Resolution outcomes can be reported externally with a student's consent.

PLEASE CONTACT US OR VISIT OUR OFFICE, IF YOU:

- ◆ Have questions or concerns about a student.
- ◆ Have questions about how to handle a particular situation.
- ◆ Have questions about the student disciplinary process.
- ◆ Want help preventing academic misconduct in your classes.
- ◆ Have suggestions about how to improve our services.
- ◆ Would like our office to give a presentation to your class or department.

ADDITIONAL RESOURCES

Center for Teaching and Learning

teaching.uncc.edu

Writing Resource Center

wrc.uncc.edu

University Center for Academic Excellence

ucae.uncc.edu

Atkins Library

library.uncc.edu

Office of Legal Affairs

legal.uncc.edu

For more information on resolution options, sanctioning, and examples of academic misconduct, please visit our website scai.uncc.edu.



UNC CHARLOTTE

Student Conduct & Academic Integrity

**Encouraging responsible decisions through
compassionate conversations.**

CONTACT US

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UNCCSCAI



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The official UNC Charlotte processes for addressing academic or behavioral conduct issues are found in University Policy 407, Code of Student Academic Integrity and University Policy 406, Code of Student Responsibility. Those policies are available at legal.uncc.edu/policies for your reference. This document is intended to summarize and highlight some of the pertinent information from those policies but it is not comprehensive and is not intended to replace or supplant those policies.