INSIDE:

◆ What is the Code of Student Academic Integrity?
◆ Why is academic integrity important?
◆ How do I avoid academic misconduct?
◆ What if I am accused of academic misconduct?
WHY SHOULD I CARE ABOUT ACADEMIC INTEGRITY?

- Academic integrity is critical to the learning process.
- Academic misconduct gives an unfair advantage to those who take dishonest shortcuts.
- Honest work builds knowledge, skills, and self-esteem.
- Cheating undermines the quality of education for everyone, and thus reduces the real value of a UNC Charlotte education.
- Cheating harms the reputation of the University and diminishes the credibility of a degree from UNC Charlotte.

WHAT SHOULD I DO IF I'M ACCUSED?

- Read the Code of Student Academic Integrity.
- Talk to your instructor.
- Contact Student Conduct & Academic Integrity to better understand your options.
- Check out our Academic Integrity Student Guide

MOST COMMON VIOLATIONS

- Cheating
- Plagiarism
- Unauthorized Collaboration

HOW CAN ACADEMIC MISCONDUCT BE RESOLVED?

- INFORMAL RESOLUTION
  Settlement Form
- FACILITATED RESOLUTION
  Meeting with Student Conduct & Academic Integrity and Faculty Member
- FORMAL RESOLUTION
  Academic Integrity Board Hearing
HOW DO I AVOID ACADEMIC MISCONDUCT?

- Always read the course syllabus and directions for exams and assignments.
- If you are struggling or are uncertain about the expectations of the class, ask for help.
- Do not post an instructor’s materials online without the express permission of the instructor.
- Do not falsify/make up data for lab results.

When Taking an Exam

- Make sure that any notes, electronic devices (including phones), or unauthorized materials are stored away in a closed backpack or bag before you receive your exam. Any notes or materials that are not stored away during an exam may be considered academic misconduct.
- Don’t let your eyes wander and do not talk to anyone during the exam.
- Cover your exam so others cannot copy from you.
- During online exams follow all LockDown browser and proctor instructions.
- When you get an exam back, do not make any alterations (changes or corrections) on the exam itself; make corrections on a separate sheet of paper. Do not submit an altered exam for re-grading.

When Writing a Paper

- Understand the definition of plagiarism.
  - If you copy words directly, you must use quotation marks and show the source of the information.
  - If you borrow facts, statistics, graphs, pictures, etc., you must show the source of the information.
  - If you borrow someone else’s information or idea and don’t copy word for word, you must correctly paraphrase or summarize the information, that is, put it in your own words, and you must still give the source of the information.
- If you are not sure, ask the instructor for help, or seek assistance from the Writing Resource Center.

When Working with Others on Assignments

- Do not work together more than the instructor allows. Submitting the same or very similar assignments as another student(s) (even if everyone worked on it) is not acceptable unless the instructor specifically states that the assignment can be completed together.
- If a classmate suggests working together on a graded assignment, ask yourself first whether the instructor allows this. If you are not sure, ask the instructor before doing so.
- If you are allowed to work together, do not copy someone else’s work or allow someone else to borrow your work.
- Do not copy answers from solutions manuals or from students who previously took the class or from other sources.
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.