

NOTE: These sanctioning guidelines have been provided for instructor reference use only. Instructors are encouraged to review the sanction guidelines, but are not required to use them when determining an appropriate grade sanction. They are provided as a resource to assist instructors when the instructor may impose an appropriate academic sanction, taking into account the clarity of course expectations, the level of the students' experience or knowledge of principles of academic integrity, the nature of the assignment, and the degree of intentionality and pre-meditation of the misconduct.

Current Sanctioning Guidelines for UC Riverside

(adapted in part from Rutgers University, last reviewed on 1/24/2007 by UCR Academic Senate Committee on Educational Policy)

<p>Level One violations may occur because of inexperience with principles of academic integrity on the part of persons committing the violation. These violations are likely to involve a small fraction of the total course work, are not extensive, and/or occur on a minor assignment.</p> <p>Cases involving Level One violations are adjudicated through faculty review where students do not dispute the facts and Administrative Review where students dispute the facts on which the allegations are based.</p> <p>The following are examples:</p> <ul style="list-style-type: none"> • Small error in assignment such as forgetting a set of quotes on a cited sentence where the student otherwise demonstrates proper academic integrity practices. 	<p>Recommended academic sanctions for level one violations are:</p> <ul style="list-style-type: none"> • a reprimand to the student • required repetition of the questionable work or examination • assignment of additional work • reduction of grade on the questionable work or examination <p>Recommended University sanctions include:</p> <ul style="list-style-type: none"> • Warning/Censure • Completion of short version of Multimedia Integrity Teaching Tool (apx. 3 hours duration) • Possible participation in Educational Activities (designed to clarify the University's policies and expectations regarding academic integrity) or other activity deemed appropriate by conduct officer
<p>Level Two violations are characterized by dishonesty of a more serious character or which affects a more significant aspect or portion of the course work.</p> <p>Cases involving Level Two violations are typically adjudicated by Faculty Review where students do not dispute the facts or Administrative Review where students dispute the facts on which the allegations are based.</p> <p>The following are examples:</p> <ul style="list-style-type: none"> • To a moderate extent, reproducing another person's work, with or without that person's knowledge or permission, whether published or unpublished, including but not limited to, original ideas, strategies, and research, art, graphics, computer programs, music, and other creative expression. The work may consist of writing, charts, pictures, graphs, diagrams, data, websites, or other communication or recording media, and may include sentences, phrases, innovative terminology, formatting, or other representations. • submitting the same work or major portions thereof to satisfy the requirements of more than one course without permission from the instructor where submission occurs in the same term and has not been previously submitted for academic advancement. • copying information from computer-based sources, i.e., the Internet • using another's written ideas or words without properly acknowledging the source. The term "source" includes published works (books, magazines, newspapers, websites, plays, movies, photos, paintings, and textbooks) and unpublished sources (class lectures or notes, handouts, speeches, casual conversation, other students' papers, or material from a research service) • using data or interpretative material for a laboratory report without acknowledging the sources or the collaborators. All contributors to preparation of data and/or to writing the report must be named. • receiving assistance from others, such as research, statistical, computer programming, or field data collection help that constitutes an essential element in the undertaking without acknowledging such assistance in a paper, examination or project. • failure to acknowledge study aids such as Cliff's Notes or common reference sources • working with other students to do lab work, review books, or develop a presentation or report without permission or direction from the instructor to do so • making lab data available to a student who did not attend the lab unless expressly given permission by the instructor • jointly calculating homework problems without professorial permission • having another help you rewrite a paper • sharing sources for a take-home exam • working in a group on a lab assignment without professorial direction or permission • "debugging" another's computer program without professorial permission • submitting a group assignment, or allowing that assignment to be submitted, representing the project is the work of all of the members of the group when less than all of the group members assisted substantially in its preparation • crediting source material that was not used for research • giving false reasons (in advance or after the fact) for failure to complete academic work 	<p>The recommended academic sanction for Level Two violations is assignment of a failing grade for the assignment involved and the grade in the course will be determined in the normal manner.</p> <p>The recommended University sanctions are:</p> <ul style="list-style-type: none"> • Disciplinary Probation for 1-2 academic years • Completion of long version of Multimedia Integrity Teaching Tool (apx. 6 hours duration) • Completion of one page reflection paper • Completion of other Educational Activities (designed to clarify the University's policies and expectations regarding academic integrity) such as Learning Center programs, review of academic integrity websites, research paper, or other activity deemed appropriate by conduct officer.
<p>Level Three violations include dishonesty that affects a major or essential portion of work done to meet course requirements, or involves premeditation.</p> <p>Cases involving Level Three violations are typically adjudicated by Faculty Review where students do not dispute the facts or Administrative Review where students dispute the facts on which the allegations are based.</p> <p>Examples include:</p> <ul style="list-style-type: none"> • plagiarizing major portions of a written assignment. 	<p>The recommended academic sanctions typically sought for all Level Three violations include:</p> <ul style="list-style-type: none"> • assignment of grade of "F" or "0" on the questionable work or examination • assignment of a lower final grade in the course • assignment of a failing grade in the course

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<ul style="list-style-type: none"> • copying from another student's examination, quiz, laboratory work, or homework assignment • possession or use of pre-prepared notes or other resources, in any form, during an examination, unless such use is expressly authorized by the instructor • revising a work after its final evaluation and representing the revised version as being the original work or altering examinations for the purposes of re-grading • acquiring or distributing an examination from unauthorized sources prior to the examination • using external assistance, including but not limited to tutors, books, notes, and calculators, on any "in-class" or "take-home" examination, unless the instructor has specifically authorized external assistance • allowing others to conduct research or to prepare work for you without advance authorization from the instructor to whom the work is being submitted • unauthorized use of electronic instruments, such as cell phones, pagers, or PDAs, to access or share information • submitting for academic advancement an item of academic work that you have previously submitted for academic advancement without prior authorization from the faculty member supervising the work • submitting as your own any academic exercise prepared totally or in part by another • allowing another person to substantially alter or revise your work and submitting it entirely as your own • unauthorized use of another person's data in completing a computer exercise or other classwork • engaging in forms of unauthorized collaboration after instructor/professor was explicit about guidelines in working with others on papers, assignments, lab work, book reviews, presentations, reports, projects, computer programs, etc. • intentionally or knowingly helping or attempting to help another student to commit an act of academic misconduct (may warrant Level IV, depending on circumstances) • giving unauthorized assistance to others during a test or evaluation, including allowing someone to copy from a test or examination, or arranging with others to give or receive answers via signals • providing specific information about a recently given test, examination, or assignment to a student who thereby gains an unfair advantage in an academic evaluation • providing aid to another student, knowing such aid is expressly prohibited by the instructor, in the research, preparation, creation, writing, performing, or publication of work to be submitted for academic evaluation • permitting your academic work to be represented as the work of another • signing in students other than yourself for class attendance • removing, defacing, damaging, hoarding, or displacing library materials with the effect that others have undue difficulty using them • falsifying the results of any laboratory or experimental work or fabricating any data or information • falsifying, altering, or misstating the contents of documents or other materials related to academic matters, including but not limited to, schedules, prerequisites, transcripts, attendance records, or University forms • giving false information or testimony in connection with any investigation or hearing under the Academic Integrity policy 	<p>The recommended University sanctions are:</p> <ul style="list-style-type: none"> • Disciplinary Probation for the remainder of a student's enrollment at the University • Completion of long version of Multimedia Integrity Teaching Tool (apx. 6 hours duration) • Completion of two page reflection paper • Completion of other Educational Activities (designed to clarify the University's policies and expectations regarding academic integrity) such as Learning Center programs, review of academic integrity websites, research paper, or other appropriate activity deemed appropriate by conduct officer.
<p>Level Four violations represent the most serious breaches of intellectual honesty. Such cases are heard by the Academic Integrity Committee in the referring faculty member's College or the Graduate/Professional School Committee, as appropriate.</p> <p>Examples of Level Four violations include:</p> <ul style="list-style-type: none"> • repeat academic integrity violation(s) for which prior action has been taken by the University and the student had been placed on Disciplinary Probation • any academic infractions committed after return from suspension for a previous academic integrity violation (s) • infractions of academic honesty in ways similar to criminal activity (such as forging a grade form, stealing an examination from a professor or from a university office; buying an examination; or falsifying a transcript to secure entry into the University or change the record of work done at the University) . • substituting for another student in order to meet a course or graduation requirement • sabotaging another student's work through actions designed to prevent the student from successfully completing an assignment • destroying, stealing, changing, or damaging another's lab experiment, computer program, term paper, exam, or project • interfering with the operation of a computer system so it has an adverse effect on the academic performance of others • damaging computer equipment (including disks) or laboratory equipment in order to alter or prevent the evaluation of academic work • level I, II, or III violations committed by a graduate student, at the discretion of reporting faculty member • fabrication of evidence, falsification of data, quoting directly or paraphrasing without acknowledging the source, and/or presenting the ideas of another as one's own in a senior thesis, within a master's thesis or doctoral dissertation, in scholarly articles submitted to refereed journals, or in other work represented as one's own as a graduate student. • willful violation of a canon of the ethical code of the profession for which a graduate student is preparing • Failure to comply with research regulations such as those applying to human subjects, laboratory animals, and standards of safety • Retaliation of any kind against a person who reported or provided information about suspected or alleged misconduct and who has not acted in bad faith 	<p>The typical academic sanction for all Level Four violations is assignment of a failing grade in the course.</p> <p>The typical University sanctions are:</p> <ul style="list-style-type: none"> • Disciplinary Suspension or Dismissal from the University. Notation of "academic disciplinary separation" will be placed on a student's transcript. • Completion of other Educational Activities (designed to clarify the University's policies and expectations regarding academic integrity) deemed appropriate by the College Academic Integrity Committee.