

PARTNERS IN ACADEMIC INTEGRITY

UNIVERSITY OF CALIFORNIA
UC RIVERSIDE

Responding to Undergraduate Student Academic Misconduct A Reference Guide for Faculty

Student Conduct & Academic Integrity Programs (SCAIP) assists instructors in holding students accountable for the Academic Senate's Principles of Academic Integrity. This quick-reference guide outlines the process guaranteed to the student. As individual cases can vary, Conduct Coordinators are available to consult with you.

If you suspect a student has committed academic misconduct:

You must give the student a chance to respond to your concerns.

- **An in-person meeting is preferred OR**
- **You can email the student within 30 calendar days of discovery of the alleged act. You must give the student 14 calendar days to respond.**

You can request the assistance of the University Ombuds for the initial meeting with the student, in order to assist in a fair and focused discussion about what may have occurred.

If you determine there was no misconduct committed:

- **Dismiss the allegation and take no further action.**

(cont'd on back)



UCR Student Conduct and
Academic Integrity Programs

IF THE STUDENT ADMITS TO COMMITTING ACADEMIC MISCONDUCT

- Impose an academic sanction you deem appropriate for the level of the offense (taking into account the clarity of course expectations, nature of the assignment, degree of intentionality, etc.)
- Report the incident to **Student Conduct and Academic Integrity Programs (SCAIP)** by submitting an **Academic Misconduct Referral Form**. Academic Senate rules state that misconduct must be reported to

SCAIP even if students admit responsibility.

- Provide a copy of the course syllabus, any original work or Safe Assign reports, email communication, and a brief statement highlighting your interaction with the student.
- No further action is required on your part, and you will be copied on official correspondence between SCAIP and the student.

ACADEMIC MISCONDUCT REFERRAL FORM:

go.ucr.edu/misconduct

IF THE STUDENT DENIES COMMITTING ACADEMIC MISCONDUCT

- Refer the case to SCAIP by submitting an **Academic Misconduct Referral Form**.
- If final grades are issued while the case is still pending with SCAIP, issue a Grade Delay (GD) until you receive the decision letter from our office (per Academic Senate rules).
- Provide a copy of the course syllabus, any original work or Safe Assign reports, email communication, and, most importantly, a statement highlighting your concerns with the student's work and your interaction with the student. Include any other relevant information.

- You may be contacted for follow-up after SCAIP speaks to the student to provide your view of claims made by the student. RARELY, you may be asked to provide an additional statement if the case is referred to the Academic Integrity Committee, but usually only if the case raises a complicated or specialized concern.
- You will be copied on the official decision letter sent to the student by SCAIP. It is standard practice that instructors remove a GD (if assigned) immediately following receipt of the decision letter.

For the complete text of the Academic Senate bylaws concerning Academic Integrity, please see: go.ucr.edu/integrity_bylaws, or call SCAIP at **951.827-4208** with any questions.