Academic integrity is a core value of higher educators. How can you cultivate integrity and prevent academic dishonesty? What should you do if you suspect a student of academic dishonesty?

This brochure offers assistance for preventing, identifying, and addressing academic dishonesty in all environments, e.g., online classrooms, research partnerships, practicums, and fieldwork.

Faculty are responsible for documenting all cases of academic dishonesty and are encouraged to report all cases to the Dean of Students Office and notify supervisors.

Advantages of reporting to the Dean of Students include:

- Identifying repeat offenders
- Upholding institutional values and reputation
- Providing guidance and support
- Allowing fair and independent investigation
- Ensuring impartial consideration and implementation of institutional sanctions when warranted

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UAA is an EEO/AA employer and educational institution.
Disciplinary action may be initiated by the university and disciplinary sanctions imposed against any student or student organization found responsible for committing, attempting to commit, or intentionally assisting in the commission of any of the following categories of conduct prohibited by the Code.

The examples provided in this section of actions constituting forms of conduct prohibited by the Code are not intended to define prohibited conduct in exhaustive terms, but rather to set forth examples to serve as guidelines for acceptable and unacceptable behavior.

CHEATING, PLAGIARISM, OR OTHER FORMS OF ACADEMIC DISHONESTY

Examples include:

1. presenting as their own the ideas or works of others without proper citation of sources;
2. utilizing devices not authorized by the faculty member;
3. using sources (including but not limited to text, images, computer code, and audio/video files) not authorized by the faculty member;
4. providing assistance without the faculty member’s permission to another student, or receiving assistance not authorized by the faculty member from anyone (with or without their knowledge);
5. submitting work done for academic credit in previous classes, without the knowledge and advance permission of the current faculty member;
6. acting as a substitute or utilizing a substitute;
7. deceiving faculty members or other representatives of the university to affect a grade or to gain admission to a program or course;
8. fabricating or misrepresenting data;
9. possessing, buying, selling, obtaining, or using a copy of any material intended to be used as an instrument of assessment in advance of its administration;
10. altering grade records of their own or another student’s work;
11. offering a monetary payment or other remuneration in exchange for a grade; or
12. violating the ethical guidelines or professional standards of a given program.

What to include in a report to the Dean of Students Office:

1. Student(s) involved in the incident
   Include name and student ID number
2. Course information
   Course number and prefix
3. Faculty information
   Name, phone number, and email address
4. Description of violation
   Detailed description of the violation including any evidence [assignments, exams, emails, SafeAssign reports, etc.]
5. Faculty actions
   What actions have already been taken?
6. Requested Dean of Students Office actions

Learn more and file your incident report online at https://uaa-advocate.symplicity.com/public_report
<table>
<thead>
<tr>
<th>COMMON VIOLATIONS</th>
<th>STRATEGIES FOR PREVENTION</th>
<th>POSSIBLE INSTRUCTOR RESPONSES*</th>
</tr>
</thead>
</table>
| Cheating           | - Include a statement in your syllabus  
                    - Discuss what constitutes cheating in the context of individual tests, quizzes, exams, and other assignments  
                    - Incorporate discussions of ethics into course content  
                    - Vary questions and assignments between sections and semesters  
                    - Set up the environment to discourage cheating (spread out chairs, limit personal items, check photo IDs, etc.)  
                    - Actively monitor tests  
                    - Warn students that learning centers and proctors employ multiple electronic monitoring methods  
                    - Provide training and support for tutors, TAs, and RAs | - Work with student on time management, test anxiety, and/or study skills  
                    - Refer student to Student Health and Counseling Center for help with test anxiety  
                    - Give failing grade on assignment  
                    - Give failing grade in class  
                    - Recommend removal from program or removal of honors status  
                    - Report to Dean of Students and other relevant officials for further review and possible sanctions |
| Plagiarizing       | - Include a statement in your syllabus  
                    - Discuss plagiarism in the context of individual assignments  
                    - Discuss and model appropriate citation practices for your discipline  
                    - Consider including the AI Tutorial or content from the Library’s Academic Honesty website in your curriculum  
                    - Consider using plagiarism detection tools like SafeAssign  
                    - Vary assignments so they are more difficult to plagiarize  
                    - Provide training and support for tutors, TAs, and RAs | - Withhold grade until student rewrites assignment without plagiarizing  
                    - Meet with students to discuss how to avoid plagiarism  
                    - Give failing grade on assignment  
                    - Give failing grade in class  
                    - Recommend removal from program or removal of honors status  
                    - Report to Dean of Students and other relevant officials for further review and possible sanctions |
| Fabricating & Falsifying | - Include a statement in your syllabus  
                    - Verify excuses (doctor’s notes, etc.)  
                    - Record grades in more than one place  
                    - Mark missing responses as blanks  
                    - Ask students to describe or document processes for generating data  
                    - Discuss ethical ramifications of falsifying data  
                    - Compare student-generated data with raw data (e.g., compare official hospital chart to student’s chart; compare transcript to original audio recording)  
                    - Be present during data collection if possible  
                    - Have students work in rotating groups  
                    - Vary assignments from semester to semester  
                    - Provide training and support for tutors, TAs, and RAs | - Meet with students to discuss consequences of falsifying data  
                    - Give failing grade on assignment  
                    - Give failing grade in class  
                    - Recommend removal from program or removal of honors status  
                    - Report to Dean of Students and other relevant officials for further review and possible sanctions |

*[We recommend reporting every case. See Student Conduct Process Flow chart in this guide for next steps]*
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| Aiding & Abetting      | ▶ Include a statement in your syllabus  
▶ Clarify policies about out-of-class collaboration (including sharing work on social media)  
▶ Check file properties for electronic submissions  
▶ Use multiple versions of exams and/or vary the exam by section  
▶ Require students to show work, document contributions to collaborative work, and/or turn in drafts  
▶ Provide training and support for tutors, TAs, and RAs  
▶ Arrange classroom so that students cannot see each other’s papers  
▶ Assign seating during exams  
▶ Get to know your students’ styles (e.g., computer code, writing, etc.)  
▶ Use SafeAssign to identify papers written by other students  
▶ Check IDs or get to know your students’ names | ▶ Meet with all students involved to discuss consequences of aiding and abetting  
▶ Take action for all parties, not just those who benefit  
▶ Give failing grade on assignment  
▶ Give failing grade in class  
▶ Recommend removal from program or removal of honors status  
▶ Report to Dean of Students and other relevant officials for further review and possible sanctions |
| Violating Professional Standards | ▶ Include a statement in your syllabus  
▶ Provide training and support for tutors, TAs, and RAs  
▶ Expose students to professional codes (formal or informal) early and often  
▶ Educate students about departmental or program standards and expectations  
▶ Address ethics in the curriculum  
▶ For any discipline that includes access to sensitive or protected records, have students complete training and certification (FERPA & HIPAA)  
▶ For any discipline that includes research on human or animal subjects, have students complete training and certification (IRB & IACUC) | ▶ Meet with all students involved to discuss consequences of violating professional standards  
▶ Remove student from practicum, clinical or field site  
▶ Give failing grade on assignment  
▶ Give failing grade in class  
▶ Recommend ineligibility for internship  
▶ Recommend removal from program or removal of honors status  
▶ Report to appropriate professional bodies  
▶ Report to Dean of Students and other relevant officials for further review and possible sanctions  

[*We recommend reporting every case. See Student Conduct Process Flow chart in this guide for next steps]
THE STUDENT CONDUCT PROCESS
From Incident Report to Sanction

**Student**
- Impose academic actions

**Faculty**
- Suspected Academic Dishonesty
- Report to Dean of Students Office*
- Dean of Students Office starts investigation
- Dean of Students Office informs faculty
- Dean of Students Office finds student not responsible
- Dean of Students Office finds student responsible
- Dean of Students Office informs faculty
- Faculty imposes additional appropriate actions on student
- Dean of Students Office imposes sanctions on student

**Dean of Students Office**
- Dismisses case
- Proceeds with case
- Dean of Students Office finds student not responsible
- Dean of Students Office finds student responsible

*While it is within a faculty member's prerogative not to report to the Dean of Students, it does not help to address the infraction at a larger level.
Q. What will happen to a student if I report him/her for academic dishonesty?
A. The Dean of Students Office accepts reports of suspected academic dishonesty. As the instructor of record, you have one of two choices:
1. You do not want to file a report of allegations of student misconduct for action through the student disciplinary process, but would like to have the incident documented. The Dean of Students Office will verify that the student does not have a history of prior academic misconduct on file. You or a Dean of Students Office staff member will have a follow up discussion with the student.
2. You report allegations of student misconduct for review by the Dean of Students Office. The Dean of Students Office conducts a preliminary investigation.

Q. What options are available to me?
A. You can choose to address an instance of academic dishonesty directly with the student. However, reporting to the Dean of Students Office helps the university track trends, and it also helps identify a repeat offender. Perhaps the student you think made an innocent mistake has repeatedly violated academic integrity standards. The Dean of Students Office has a range of disciplinary sanctions at its disposal depending on the findings of its investigation and the severity of the incident. As the instructor of record, you have entire control over the academic setting. If the student has committed an act of academic dishonesty, you can choose to fail the student for that assignment or for the class or both. You may also give the student partial credit or full credit for the assignment, or you can have the student redo the assignment.

Q. How can I recognize academic dishonesty?
A. Instructors and students are encouraged to know about academic integrity, practice it in their work and encourage it in others. Familiarize yourself with the kinds of academic dishonesty so that you can identify it. Consider using plagiarism detection software such as SafeAssign on written assignments. It can be used to help students as well to identify problematic passages in their writing at the draft stage, and work on better citation.

Q. How can I prevent academic dishonesty?
A. It’s probably not possible to prevent all academic dishonesty all the time. However, there are actions you can take that can make a difference. Include a statement about academic integrity in your syllabus and make sure students read it. Bring up academic integrity before each assignment is due, clearly explaining your expectations. Do you allow students to do assignments together, or is that strictly prohibited? Can they use material that they turned in for a previous course in your course, and if so, under what conditions? How do you want students to cite their sources? How should they prepare for an exam? Clear expectations help reduce the chances that students will engage in academic dishonesty. Classroom logistics and test construction can also reduce incidents of academic dishonesty. If you have a writing-intensive course, consider requiring students to complete some written assignments in class. Construct your tests so that students cannot easily look on another’s paper for the answer or use a crib sheet. Rotate questions and change them frequently. Warn students that learning centers and proctors employ multiple electronic monitoring methods. Help students understand the important role they have in developing and maintaining a culture of academic integrity at UAA.

Q. What is the faculty member’s role in the process?
A. As a faculty member, you have a significant role in promoting a culture of academic integrity. You are responsible for explaining academic expectations to students and for helping them meet the goals you have set for them. You can reinforce your expectations in a variety of ways, from modeling academic integrity in the research and creative activity you pursue to openly discussing the issues involved in academic integrity with your students regularly. If you decide to report an incident of suspected academic dishonesty to the Dean of Students Office, you have control over the grade the student receives. You are also welcome to recommend sanctions to the Dean of Students for his/her consideration.

Q. I found academic dishonesty when the semester was over or after the student dropped the class. Should I still report what happened?
A. Yes, report all cases of academic dishonesty. This keeps the university aware of academic dishonesty trends so effective policies to address it can be developed. The Dean of Students Office deals with serial academic dishonesty committed by one student only if instructors report each time.

Q. I am suspicious of academic dishonesty, but I don’t have any proof. What can I do?
A. You can discuss the situation with a Dean of Students officer. It is possible an investigation would be able to conclude if a student’s actions are academically dishonest.

Q. How can I promote academic integrity in my classroom?
A. Poor time management is a factor in why students engage in academic dishonesty. Help them make good choices by enforcing deadlines and asking them to keep on track by submitting smaller portions of the overall assignment to you. For example, the first assignment might be the project’s or paper’s theme, followed by a literature review, an introduction, methods section and so forth.