

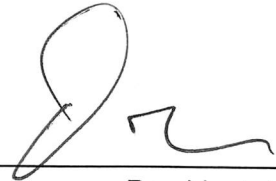
The UAF Faculty Senate passed the following at Meeting #222 on April 3, 2017, with amendments underlined:

MOTION:


The UAF Faculty Senate moves to endorse the Academic Misconduct Policy as shown below.

Effective: Fall 2017

Rationale: The policy and procedures outlined below are the result of extensive collaboration among pertinent staff and administration, faculty, and student representatives. The policy provides clarification of the standards to which students are expected to adhere and details the consequences of violating those standards. The policy also outlines steps for faculty seeking an informal or formal resolution to matters of academic misconduct.



2017-04-04
President, UAF Faculty Senate

APPROVAL: 

Chancellor's Office

DATE: 4/10/2017

DISAPPROVED: _____
Chancellor's Office

DATE: _____

(See attached policy)

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UAF STUDENT ACADEMIC MISCONDUCT POLICY

The faculty, staff, administration, and students of the University of Alaska Fairbanks (UAF) consider academic honesty and integrity fundamental to the mission of higher education and promote the highest ethical and professional standards of behavior in the classroom. Accordingly, UAF has developed procedures that address academic misconduct. Students who violate these standards commit academic misconduct and shall be subject to academic and/or disciplinary sanctions.

UAF defines academic misconduct as attempting or helping another to obtain grades, grants, or class credit through fraudulent means. Broad categories of misconduct include cheating, plagiarizing, committing forgery or falsification, facilitating or aiding academic dishonesty, submitting duplicate assignments without the express permission of both instructors, stealing instructional materials or tests, altering grades or files and misusing research data in reporting results. An instructor may create special rules for a class and list them in the syllabus and/or in directions for assignments. Violation of class-specific rules also constitutes academic misconduct.

Below are specific examples for some of the aforementioned categories. A given activity may fall under several different categories

Cheating: attempting to give or use materials, information, notes, study aids, or other devices not authorized by the course instructor. Examples of cheating include copying from another student's paper or receiving unauthorized assistance during a quiz, test or examination; taking an examination or test for another student; using books, notes, or other devices, such as calculators, during a quiz or test, unless authorized by the

instructor; acquiring or distributing without authorization copies of tests or examinations before the scheduled exercise; and copying reports, laboratory work, or computer programs or files from other students.

Plagiarism: presenting the work of another as one's own. Examples of plagiarism include submitting as one's own work that of another student, a ghost writer, or a commercial writing service; directly quoting from a source without acknowledgment; paraphrasing or summarizing another's work without acknowledging the source; using facts, figures, graphs, charts, or other information without acknowledging the source. Plagiarism may be verbal or written and may include computer programs and files, research designs, distinctive figures of speech, ideas and images or any other information that belongs to another person and is not acknowledged as such.

Falsification: inventing or unauthorized altering of any information or citation in an academic work. Examples of falsification include inventing or counterfeiting data or research procedures; falsely citing a source of information; altering the record of, or reporting false information about, practicum or clinical experiences; altering grade reports or other academic records; submitting a false excuse for absence or tardiness; altering a returned examination paper to obtain a better grade.

Tampering: interfering with, altering or attempting to alter academic records, grades, assignments, laboratory experiments, or class-related documents without authorization. Examples of tampering include using a computer or false-written document to change or affect the grade recorded for a student and forging the signature of a University official on a drop/add sheet or other official University record.

Procedures:

If an instructor has reason to believe that a student has engaged in academic misconduct, the following procedures apply:

1) Informal Resolution: The instructor shall personally and privately advise the student there is reason to believe that the student has committed an act that constitutes academic misconduct. The student shall be allowed a reasonable opportunity to respond or explain. This communication may be conducted face-to-face or by phone, email, or other electronic means. This informal resolution might include sanctions agreed upon by the instructor and the student. Among the sanctions listed below, these may include options a, b, or both. Options C, D and E require the formal process listed below. In this case, it is recommended that the instructor provide the student with written confirmation of the agreed-upon resolution.

2) Formal Resolution: If the instructor has evidence that the student engaged in academic misconduct and there is no resolution through the informal process and/or the student does not fulfill the agreement made in the informal process, the instructor shall

inform the student in writing of the instructor's determination and of any intended sanctions.

In such cases, the instructor shall be limited to imposing one or more of the five sanctions listed below. The instructor shall prepare the Academic Misconduct Notification form and submit a copy to the student, the department chair, dean for the College in which the course is offered, and the Dean of Students.

Academic Sanctions:

These sanctions may be imposed for academic misconduct. They are listed in no specific order, and multiple sanctions may be imposed for a single offense:

- a) Instruct the student to redo the assignment or examination or to complete an alternate or supplemental assignment;
- b) Assign a lower or failing grade on the particular assignment or examination;
- c) Assign a lower or failing grade in the course;
- d) Remove the student from the course;
- e) Report the incident to Student Conduct for review of policy violation

Disciplinary Sanctions:

In cases of egregious or multiple violations, the Dean of Students shall apply the further disciplinary sanctions of reporting the student for violation of the Student Code of Conduct, removing the student from a major program or college, withdrawing from the student a degree or academic credit previously bestowed and/or imposing sanctions for violation of the Student Code of Conduct, which include disciplinary probation and suspension or expulsion from the University.

Academic Misconduct Notification Form - next page

Academic Misconduct Notification Form

The Academic Misconduct Policy at the University of Alaska Fairbanks requires that an instructor complete this form if he/she decides a formal resolution is required. Having completed the form, the instructor should keep the original in his/her files and give a copy to the student, to the department chair, to the appropriate dean, and to the Dean of Students.

1) Name of student: _____

2) Semester when misconduct occurred: Fall / Spring / Summer (circle one) Year: _____

3) Class in which misconduct occurred:

Course Prefix and Number: _____ Course Name: _____

4) Date when the misconduct occurred, or date when the misconduct was discovered by the instructor:

Date: _____

5) A description of the facts surrounding the incident of academic misconduct. Please attach additional pages, if more room is needed.

6) The academic sanctions imposed on the student for this incident. Please see UAF Academic Misconduct Policy for permissible sanctions.

7) Name of instructor:

8) Date: _____

9) Signature: _____