Academic integrity is the cornerstone of our educational system. Faculty and students who choose to embrace academic integrity create and maintain an energetic, creative, vigorous learning environment that challenges and encourages the whole community to excel. Academic Misconduct devalues the reputation of our institution, its faculty, its students, and the degrees we offer. Moreover, academic misconduct is particularly unfair for the students who do their work with integrity and honor. All incidents of suspected academic misconduct must be reported to the Office of Student Conduct and Community Standards (SCCS). Please note: Some academic departments have specific policies and procedures about responding to incidents of academic misconduct which supplement, but do not supersede, the Student Conduct Code.

More information, including definitions and procedures, about Academic Misconduct can be found in the Student Conduct Code (https://policies.uoregon.edu/vol-3-administration-student-affairs/ch-1-conduct/student-conduct-code).

**Academic Misconduct Defined**

**Academic Misconduct** means the violation of university policies involving academic integrity. Examples include, but are not limited to:

1. Intentional tampering with grades, resubmitting assignments for more than one class without the permission of the professor (or course instructor).
2. Intentionally taking part in obtaining or distributing any part of a test that has not been administered.
3. Cheating means any act of deception by which a student misrepresents or misleadingly demonstrates that the student has mastered information on an academic exercise that the student has not mastered. Examples include but are not limited to:
   a. Giving or receiving unauthorized help in an academic exercise;
   b. Use of sources or resources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments;
   c. Acquisition, without permission, of tests or other academic material belonging to a member of the University faculty or staff; and
   d. Engaging in any behavior specifically prohibited by a faculty member (or course instructor) in the course syllabus or class discussion.
4. Plagiarism means using the ideas or writings of another as one’s own. It includes, but is not limited to:
   a. The use, by paraphrase or direct quotation, of the published or unpublished work of another person without full and clear acknowledgement; and
   b. The unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials.
5. Knowingly furnishing false information to a University Official.
6. Fabrication means the intentional use of information that the author has invented when the student states or implies otherwise, or the falsification of research or other findings with the intent to deceive.

**Reporting Academic Misconduct**

Regardless of the level of suspicion and/or the method of resolution, *University Officials, including faculty members, are required to file a report* of any Academic Misconduct with the Office of Student Conduct and Community Standards. This ensures a student’s due process rights, creates consistency in the process, and accountability for any additional misconduct by the student. These reports shall be maintained under FERPA and consistent with the Student Records Policy and other applicable University policies.

Academic Misconduct Reporting and Adjudication Process

Responsible instructor reviews documentation and suspects academic misconduct has occurred.

- Faculty notifies the student of the suspicion within 5 working days of discovery and attempts to schedule an initial meeting with the student(s).
- Faculty is unable to meet with the student regarding the allegation of academic misconduct (i.e. end of term). Faculty notifies student they will be forwarding the report of Academic Misconduct directly to SCCS. (*Sample notice included in “Faculty Resources”)
- Student has an opportunity to review the allegation and accept or deny responsibility and the grade penalty.

Faculty submits “Academic Misconduct Report Form” online and includes all relevant documentation within 14 days (excluding weekends, holidays, and academic breaks) of notifying student.

Not Faculty Resolved: Student contests responsibility or student does not respond to notice

- Upon receipt of the report from the faculty, SCCS sends a Notice of Allegation, which includes the alleged violation and a request to meet with SCCS to resolve the issue.
- Student schedules and attends an administrative conference with SCCS to respond to allegation
- Student does not respond to the notice and a decision is made in default, without their participation or input

- Decision: Student is found responsible (based on a preponderance of the evidence) for Academic Misconduct. Grade penalty is applied and University sanctions are issued, as appropriate.

OR

- Decision: Student is found not responsible (based on a preponderance of the evidence) for Academic Misconduct. No sanctions. Grade penalty may NOT be applied.

SCCS sends a formal decision letter to the student including the above information. SCCS sends confirmation to faculty, as well.

Faculty Resolved: Student admits responsibility and accepts faculty outcome

- Upon receipt of the report from the faculty, SCCS sends the student a formal decision letter, which includes the conduct violation, the grade penalty, and any University sanctions. SCCS sends confirmation to faculty, as well.
Addressing Academic Misconduct in Progress
If you observe what appears to be academic misconduct, document the incident with as much detail as possible. When possible, also ask another faculty member or other objective person (e.g. exam proctors) to observe the student(s). Collect as much information as can be reasonably gathered regarding the incident. Do not interrupt the student in the moment. Address the suspicion when the student has completed the academic exercise through the process outlined on the previous page.

What Documentation to Include with the Report
When filing a report, please be as detailed as possible. Please be aware that the incident report, notes, and email communication may become part of the student record and the student has the right to see this documentation, including the name of the person who wrote the report; therefore, it is imperative to provide factual and appropriate information. In cases where the faculty, instructor or staff member is unsure about filing a report, or including information, they should feel free to contact SCCS to discuss the specifics further. Essential documents to include in the report:

- Course syllabus
- The original version of the work in question with notes as applicable (i.e. blue book, test/quiz, paper, etc.)
- Correspondence with the student(s)
- Other important documentation (i.e. sources work plagiarized from, online resources, other students' work, etc.)
- For highly technical assignment or exam (e.g. mathematics, computer science), commentary on why the information may be academically dishonest

Deciding on a Grade Penalty
If a student admits to academic misconduct, or is found responsible by SCCS, the faculty member imposes a grade penalty. This grade penalty – also referred to as an “academic sanction” – is any action that impacts or changes a student’s grade due to academic misconduct. This does not include a reduction in grade due to not meeting the content requirements of the assignment or exam. SCCS will not give recommendations about appropriate grade penalties. If faculty have questions or concerns, they should consult with their college and/or department.
The following are examples of common grade penalties:

- Redo assignment or exam with or without grade reduction (% or letter)
- Reduced grade (% or letter) on assignment or exam
- Reduced grade (% or letter) on final course grade
- N or F course grade

Submitting Grades for a Pending Academic Misconduct Case
Previously, SCCS directed faculty to assign the “Y” in place of a grade when there was a pending case at the end of term. Effective Fall 2017, the “Y” grade was eliminated as an option in the UO grading system by the UO Senate. Due to this change, and in order to preserve due process rights, faculty must assign the grade a student would have earned without applying a grade penalty based on suspected academic misconduct. Faculty can later change this to a different grade, if warranted by a finding that a student is responsible for academic misconduct. For more information about this change, please see the UO Senate website: [https://senate.uoregon.edu/2017/04/10/us1617-20-proposal-to-eliminate-the-y-grade/](https://senate.uoregon.edu/2017/04/10/us1617-20-proposal-to-eliminate-the-y-grade/)

Understanding the Appeals Process
Either party, the involved student or the reporting faculty, may choose to submit an appeal to SCCS within 14 days of the official decision letter. If one party chooses to appeal, the other party will be notified that an appeals process has been initiated. A student may appeal the finding of responsibility and/or the University issued sanctions. The grade penalty cannot be appealed through the SCCS process (*see below). The faculty may appeal a finding of “not responsible” but may not appeal University issued sanctions that were applied at the discretion of the hearing officer. More information about the SCCS appeals process can be found online ([https://dos.uoregon.edu/appeals](https://dos.uoregon.edu/appeals)).
Students may appeal a grade penalty to the faculty’s department head. While some departments/colleges have defined standard procedures, there is not a University-wide policy that governs these appeals.

Other Things to Know

- If a student is found to be responsible, or accepts responsibility, for Academic Misconduct, the student will not be permitted to drop or withdraw from the course, or to change the course’s grading option. If they have already attempted to drop, withdraw, or change grading option, the University Registrar will reverse this.

- Every student has a right to be considered “not responsible” until they are found responsible through the Student Conduct Process. During the process, students retain full access to their education. This includes, but is not limited to, being permitted to attend class, fair and unbiased grading and treatment, full ability to participate in educational activities, etc. Denial of access could result in a due process complaint and/or violate University policy.

- If a student is found to be responsible, or accepts responsibility, for Academic Misconduct, and the notification letter from SCCS does not state a final grade for the course, the instructor of record will be required to apply the grade penalty. If the case is resolved before final grades for the course have been submitted, this means that the penalty should be factored into the calculation of the final grade. If grades have already been submitted, the instructor should make any necessary grade changes, factoring in the penalty, and then notify the Office of the Registrar. This process is further explained in the notification letter.

- In the event the student is found not responsible for Academic Misconduct and the student no longer feels comfortable returning to the class, SCCS will assist the student with determining their options, which may include dropping or withdrawing from the course, or switching to another section of it, if available.