Tips for Preserving the Academic Integrity of the UNO Campus Community

Suggestions for Faculty:

Do:

- Get to know your students.
- Set clear standards and expectations.
- Refer to the UNO academic dishonesty policy on your syllabus and review it with your students
- Discuss plagiarism and proper ways to cite sources.
- Refer students to *the policy on Academic Dishonesty in the UNO Student Code of Conduct.*
- Discuss and clarify your expectations regarding collaboration.
- Discuss your exam-taking expectations.
- Discuss the value of integrity as it relates to your discipline.
- Actively proctor exams.
- Require positive identification of your students prior to or after an exam.
- Instruct students to put away all materials unrelated to testing prior to giving an exam.
- Instruct students to turn off cell phones and put them away.
- Talk to your students and issue warnings if you suspect suspicious activity that could lead to an academic integrity violation.
- Allow a suspected student to finish his/her exam or any work in question.
- Collect, copy, and keep all evidence if you suspect that a violation has occurred.
- Afford the suspected student normal classroom privileges and treatment until a formal decision is rendered.
- Have students sign an academic integrity pledge on tests & assignments:

I pledge that I have completed the work I am submitting according to the principles of academic integrity as defined in the statement on Academic Dishonesty in the UNO Student Code of Conduct.

Students, It Is Your Decision...

When faced with an academic challenge consider the following questions. These questions should assist you in making an informed ethical choice.

Will my decision:
- violate a law or University policy?
- be fair to all concerned today and in the future?
- make me proud of myself both today and in the future?
- make my family proud of me?
- be a good topic to discuss during a job interview?
- promote a win-win relationship with my professor, fellow classmates, and friends?

Adapted from the *Power of Ethical Management, Blanchard and Peale* (1988)

It is your choice...choose wisely.

Facing an Academic Challenge?
Consult these UNO Resources for Assistance
- Your Instructor
- Learning Resource Center
- Writing Center
- Math Tutor Center
- Library Reference Department
- Division of Student Affairs

Academic Integrity Myths
- It is all right to allow a student to commit a dishonest act—it will eventually catch up with him or her.
- All students know how to cite properly by the time they enter college.
- All students know NOT to work together without permission.
- All students know NOT to submit the same assignments for different classes without appropriate permission to do so.
- All students know NOT to reveal test information to other students who have not taken the test.

Academic Integrity Realities
- Students need to be continually educated regarding source citation.
- Students need to be taught what collaboration and plagiarism are and when collaboration is acceptable.
- Students need to be shown that their actions affect themselves as well as their fellow students, the instructor, and the quality of the University as an academic institution.

Adopted from Louisiana State University Academic Integrity policy

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THE UNIVERSITY of NEW ORLEANS

ACADEMIC INTEGRITY

Office of Student Accountability & Advocacy.

Student Accountability & Disability Services

The University of New Orleans
2000 Lakeshore Drive
New Orleans, LA 70148

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UNO Academic Misconduct Violations

The policy on Academic Dishonesty, found in the UNO Student Code of Conduct at www.uno.edu [Search: student code of conduct, includes, but is not limited to, cheating, plagiarism, academic misconduct, falsification/ fabrication, accessory to acts of academic dishonesty.

Other specific examples are:

- Copying from another source, published or unpublished
- Copying, whole or in part, from a free term paper site or other web site
- Revealing the contents of an exam to other students prior to an exam
- Submitting work of another individual
- Providing work to another student
- Misrepresentation of identity during an exam
- Unauthorized collaboration
- Complicity in academic dishonesty
- Obtaining and using exam materials and answers without instructor's consent
- Plagiarism
- Not shouldering an equitable portion of the burden in a collaborative team assignment
- Submitting the same assignment or paper (in full or in part) for different classes without appropriate permission from the faculty to do so.
- Abuse of Academic Materials: Destroying, defacing, stealing, or making inaccessible library or other academic resource material
- Misrepresentation to Avoid Academic Work**:** Misrepresentation by fabricating an otherwise justifiable excuse such as illness, injury, accident, death in the family, etc. in order to avoid or delay timely submission of academic work or to avoid or delay the taking of a test or exam
- Falsifying grade report
- Using bribery or coercion for academic gains
- Using technology, such as the internet, cell phones, PDAs, etc., to commit an act of academic dishonesty

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Faculty: How to Report Academic Misconduct

Staff members in Student Affairs are available for advice and consultation regarding confronting or referring a student.

- Collect all documentation in support of the charges (remember to allow suspected students to complete any work in question.)
- Make copies of the documentation and submit them along with the Report Form.
- Follow procedures in the UNO Faculty Handbook.
- Complete the Academic Dishonesty Report form.
- Meet with the student.
- Submit a copy of your syllabus and any assignment or exam instructions for the work in question.

Submit all information using Beacon:

https://uno.guardianconduct.com/incident-reporting/new

It is imperative that instructors follow the Procedure for Reporting Academic Dishonesty policy in the UNO Policy Manual to ensure fair and equitable treatment of all UNO students, as well as to protect the interest of all members of the University community.

www.uno.edu
[Search: reporting academic dishonesty]

At the University of New Orleans, academic integrity is essential to the University's educational mission, as well as UNO's commitment to the community, and it is the key to shaping and developing our students'
character, ethics, and citizenship.

Sanctions for Academic Misconduct at UNO

Sanctions for Academic Misconduct are recommended by the instructor and then referred to the Division of Students Affairs. After appropriate due process, penalties can include the following:

Undergraduate Students

Students who engage in academic dishonesty may receive a permanent grade of "F" for the course.

Other sanctions may include:

First offense

Disciplinary probation which may include loss of privileges and/or required actions (some circumstances may warrant suspension or expulsion).

Second offense

Suspension for at least one full year (some circumstances may warrant expulsion).

Third offense

Expulsion

Graduate Students

Graduate students who engage in academic dishonesty may receive a permanent grade of "F" for the course.

Other sanctions may include:

First offense

Suspension for at least one full year (some circumstances may warrant suspension or expulsion).

Second offense

Expulsion.
Sanctions for Academic Misconduct are recommended by the instructor and then referred to the Division of Students Affairs. After appropriate due process, penalties can include expulsion from the University, suspension, failure in the course, and can result in a permanent notation on a student's transcript.

"Academic Integrity is critical to the mission of a university. It ensures that the degree has value to the students, the employers, and the community that the university serves. It is the foundation for producing ethical graduates to the world by upholding moral values to the students, their families, their employers, the community at large, and the university."
Joyce C. Lambert, Chair
Academic Integrity Committee, University Senate
University Faculty Senate