



**Policy Chapter:** Chapter 6 Faculty Affairs

**Policy Number and Title:** 06.003 Student Academic Integrity

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**I. Policy Statement**

The University of North Texas promotes the integrity of learning and embraces the core values of trust and honesty. Academic integrity is based on educational principles and procedures that protect the rights of all participants in the educational process and validate the legitimacy of degrees awarded by the University. In the investigation and resolution of allegations of student academic dishonesty, the University's actions are intended to be corrective, educationally sound, fundamentally fair, and based on reliable evidence.

**II. Application of Policy**

All students who have a current relationship with the University, including students enrolled in online classes. Students who do not have a current relationship with the University are subject to the disciplinary process for conduct that occurred while they had a relationship with the University.

**III. Policy Definitions**

**A. Academic Misconduct**

"Academic Misconduct," in this policy, means the intentional or unintentional action by a student to engage in behavior in the academic setting including, but not limited to: cheating, fabrication, facilitating academic misconduct, forgery, plagiarism, and sabotage.

**B. Academic Integrity Database**

"Academic Integrity Database," in this policy, means the electronic database maintained in the Dean of Student's Office to manage confidential records of student academic penalties and misconduct sanctions and student academic educational status. Records are protected by Federal Education Rights and Privacy Act (FERPA).

**C. Academic Integrity Officer (AIO)**

"Academic Integrity Officer (AIO)," in this policy, means the faculty member appointed by the provost and vice president for academic affairs to promote academic integrity and administer the duties of the Office of Academic Integrity. The AIO is charged with reviewing possible major, multiple, or repeat violations and imposed sanctions.

**D. Academic Integrity Office Panel (AIOP)**

"Academic Integrity Office Panel (AIOP)," in this policy, means a panel convened for the purpose of providing a student the opportunity for impartial review of evidence underlying allegations of academic dishonesty, and of the academic penalties and misconduct sanctions imposed in matters involving allegations of major or multiple violations.

**E. Appeal**

"Appeal," in this policy, means a request made by a student to challenge an academic penalty imposed as a result of a finding that the student violated the Academic Integrity Policy.

**F. Cheating**

“Cheating,” in this policy, means the use of unauthorized assistance in an academic exercise, including but not limited to:

1. use of any unauthorized assistance to take exams, tests, quizzes, or other assessments;
2. use of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments;
3. use, without permission, of tests, notes, or other academic materials belonging to instructors, staff members, or other students of the University;
4. dual submission of a paper or project, or resubmission of a paper or project to a different class without express permission from the instructor;
5. any other act designed to give a student an unfair advantage on an academic assignment.

**G. Day**

“Day,” in this policy, means Monday through Friday during regular University business hours (8a.m to 5:00p.m.).

**H. Fabrication**

“Fabrication,” in this policy, means falsifying or inventing any information, data, or research outside of a defined academic exercise.

**I. Facilitating Academic Dishonesty**

“Facilitating academic dishonesty,” in this policy, means helping or assisting another in the commission of academic dishonesty.

**J. Forgery**

“Forgery,” in this policy, means intentionally falsifying or altering a score, grade, or official academic University record or the signature of another.

**K. Preponderance of the Evidence**

“Preponderance of the evidence,” in this policy, means standard of review in the student appeal process that evaluates whether allegations are more likely to be true than not true.

**L. Instructor**

“Instructor,” in this policy, means any University employee who has been assigned instructional responsibilities including, but not limited to, tenure-track and professional faculty Instructors, librarians (or librarian appointments), adjunct instructors, and teaching fellows.

**M. Minor Violation**

“Minor violation,” in this policy, means errors in judgment without clear intent by the student to violate the Academic Integrity Policy.

**N. Major Violation**

“Major violation,” in this policy, means a serious act or acts of academic misconduct that supports evident substantial disregard for the academic integrity of the University as determined by the Office of Academic Integrity.

**O. Plagiarism**

“Plagiarism,” in this policy, means use of another’s thoughts or words without proper attribution in any academic exercise, regardless of the student’s intent, including but not limited to:

1. the knowing or negligent use by paraphrase or direct quotation of the published or unpublished work of another person without full and clear acknowledgement or citation, or
2. the knowing or negligent unacknowledged use of materials prepared by another person or by an agency engaged in selling term papers or other academic materials.

**P. Sabotage**

“Sabotage,” in this policy, means acting to prevent others from completing their work or willfully disrupting the academic work of others.

**Q. Student**

“Student,” in this policy, means a person taking courses at the University, including individuals who withdraw after allegations of academic misconduct; those who are not currently enrolled in courses but who have a continuing academic relationship with the University; and those who have been admitted or readmitted to the university.

**IV. Policy Responsibilities**

**A. Responsibility for Single Violations of Academic Misconduct**

1. Instructor

Instructors have primary responsibility for academic assessment. A finding by an instructor that academic dishonesty occurred may be considered grounds for academic penalties, up to and including failure in the course. Decisions about the degree of academic penalty to impose will be based on the seriousness of the violation. Instructors are expected to report all allegations, factual summary statements, and sanctions involving instances of academic misconduct.

## 2. AIO and Office of Academic Integrity

When an instructor and student cannot reach agreement regarding the degree of academic penalty, the instructor may seek guidance and advisement from the Office of Academic Integrity. Under the supervision of the AIO, the Office of Academic Integrity has the following responsibilities:

- a. provide campus education and awareness training and academic integrity resources;
- b. schedule appeals before the AIOP;
- c. review single violation reports to determine whether the violation should be categorized as a major or minor violation;
- d. administer the procedures and academic sanctions as set forth in this policy, including investigation of possible major violations and misconduct involving multiple or repeat violations of the policy; and
- e. consult with instructors and students about procedures and rights, and inform students of impending investigations, misconduct findings, misconduct sanctions, and appeal rights as related to major, multiple, or repeat violations.

## 3. Department Chair

The department chair has final authority on appeal over academic penalties imposed for single violations.

## 4. Office of the Provost

The provost or designee reviews cases and holds final administrative authority for resolving appeals involving expulsion, suspension, and revocation of degree for undergraduate and graduate students. The provost may request additional information from any person, as needed, to make a final decision on academic penalties.

## 5. Student

Students are expected to conduct themselves in a manner consistent with the University's status as an institution of higher education. A student is responsible for responding to an academic dishonesty report issued by an instructor or other University official. If a student fails to respond after proper attempt at notification have been made, the University may take appropriate academic actions in the absence of the student.

### ***B. Academic Penalties***

The following academic penalties may be assessed upon determination that academic misconduct has occurred: Admonition, Educational Assignment, Partial or No Credit for an Assignment or Assessment, Lower Final Course Grade, Course Failure, Probation, Suspension,

Expulsion, and Revocation of Degree. Probation, Suspension, Expulsion, and Revocation of Degree may only be handed out by the AIO with the final decision on appeal by the provost or designee, the other penalties may be assigned by the instructor. Admonitions and educational assignments are not appealable.

1. Admonition

The student may be issued a verbal or written warning.

2. Educational Assignment

The student may be required to perform additional coursework not required of other students in the specific course.

3. Partial or No Credit for an Assignment or Assessment

The instructor may award partial or no credit for the assignment or assessment on which the student engaged in academic misconduct.

4. Course Failure

The instructor may assign a failing grade for the course.

5. Lower Grade

The instructor may lower the student's final grade by one letter grade.

6. Probation

A student may be placed on probation for up to two (2) long semesters. Students on probation may remain at the University, but may be required to satisfy specific conditions or requirements, such as, report regularly to the AIO, or be barred from holding any office or participating in any activity in which the student represents the University or University-recognized student organizations, either within or outside the University community. The sanction of probation prohibits graduation until the period of probation has ended and the student has complied with all AIO requirements.

7. Suspension

A student may be suspended from the University for up to one year, during which time the student is ineligible for the privileges associated with registration, including living in University housing. Suspension anticipates that the student may return once applicable conditions are satisfied.

8. Expulsion from the University

The student is removed from good standing with the Office of Academic Integrity and must leave the University permanently without an expectation of return to the University.

9. Revocation of Degree

The student's official and unofficial transcript may reflect that revocation of degree assessed as an academic misconduct penalty.

### **C. *Academic Penalties During an Appeal***

Should a student's appeal of an academic misconduct penalty extend beyond the grade submission deadline for the semester of the incident, the student will be assigned a grade that reflects the recommended penalty. Upon conclusion of the appeal process, the student's grade will be adjusted accordingly (penalty removed) based upon the outcome of the appeal.

### **D. *Procedures for Single Violation of Academic Dishonesty***

#### **1. Instructor Actions**

An instructor who suspects that a student has engaged in an act of academic misconduct must make a good faith effort to contact the student in writing as soon as possible after detecting the suspected academic dishonesty. The instructor's initial communication should be sent to the student's University- assigned email address, and should convey the details of the suspected academic misconduct in sufficient detail to allow the student to prepare a written response, and direct the student to schedule an in-person conference with the instructor to discuss the suspected misconduct.

##### **a. *No Student Response***

If the student does not respond to the instructor's written communication within five (5) days of the instructor sending the email, the instructor may assess academic penalties in-line with the suspected academic dishonesty.

##### **b. *Conference***

If the student responds to the instructor's written notice of suspected academic misconduct an in-person conference with the instructor should be scheduled. As part of the conference, the instructor will review all the evidence or information relevant to the suspected act of academic dishonesty and provide the student a full opportunity to respond.

##### **c. *Instructor Finds No Misconduct***

If, after the conference, the instructor determines that the student has not engaged in an act of academic dishonesty, no sanctions will be imposed and the instructor will notify the student immediately.

##### **d. *Instructor Finds Misconduct***

If the instructor determines upon preponderance of the evidence that the student has engaged in an act of academic dishonesty, the instructor will notify the student of this determination in writing, as soon as possible, if not immediately upon the conclusion of the conference.

*e. Single Violation Report Submission*

The instructor will submit the online Academic Integrity Single Violation Report with the factual summary, and any relevant documents, to support the findings and the imposed academic penalty. This will be filed in the Academic Integrity Database.

2. Student Appeal of Instructor's Actions

*a. Submission*

If a student disagrees with an instructor's determination of academic misconduct or with an academic penalty, the student may submit a written appeal to the instructor's department chair within five (5) days of the date on the instructor's written decision.

*b. Contents*

The student's appeal must be submitted in writing using the online Appeal of Academic Integrity Single Violation form. The appeal must detail:

- i. whether the student is requesting appeal of the finding of academic misconduct or the instructor's assigned academic penalty, or both;
- ii. the specific basis for the appeal; and
- iii. any factual information in support of the student's case, including any specific evidence.

3. Department Chair Appeal Process for Review and Resolution of Appeal

Upon receipt of the student's written appeal the department chair must determine whether review of the appeal will be conducted by the department chair or a faculty committee. The decision of the chair on this issue is final.

*a. Timing*

Within ten (10) days of receiving the student's written appeal the department chair must complete the following actions.

*b. Decision*

The department chair will issue, based upon the preponderance of the evidence, one of the following findings and supporting rationale to the student and instructor:

1) No Academic Dishonesty

The student did not engage in an act of academic dishonesty as determined by the instructor; or

2) Academic Dishonesty

The student did engage in an act of academic misconduct as determined by the instructor and choose to:

- a) Uphold the assigned academic penalty;
- b) Deny the assigned academic penalty; or
- c) Modify the assigned penalty.

*c. Information*

To assist with the appeal review, the department chair may request a written statement from the instructor for review with the student's appeal. The department chair may request additional information, and as appropriate will meet with the student, the instructor, and other individuals with relevant information.

*d. Academic Integrity Single Violation Appeal Finding*

The department chair will complete the online Academic Integrity Single Violation Appeal Finding. A copy of the Academic Integrity Single Violation Appeal Finding will be sent to the student's University-assigned email address. Students are responsible for regularly checking their University- assigned email.

*e. Final Determination*

The decision of the department chair is final.

4. Faculty Committee Review and Recommendation of Appeal to Department Chair

Departments may have a standing appeal committee comprised of faculty charged with reviewing academic misconduct appeals. If no such committee exists, the department chair will appoint an ad hoc academic dishonesty appeal committee of three departmental faculty members: one selected by the student, one selected by the instructor, and one selected by the chair with agreement of the other two committee members. Should departmental faculty members be unavailable, committee members may include any person holding a faculty appointment in the college with similar subject matter expertise. The chair's appointee will chair the appeal committee.

Within fifteen (15) days of the receipt of the review assignment from the chair, the committee must complete the following actions.

*a. Committee Decision*

The committee will issue, based upon the preponderance of the evidence, one of the following recommendations with its rationale to the department chair:



- 1) The student did not engage in an act of academic misconduct as determined by the instructor; or
- 2) The student did engage in an act of academic misconduct as determined by the instructor, and made the determination to:
  - a) Uphold the assigned academic penalty;
  - b) Deny the assigned academic penalty; or
  - c) Recommend a modified penalty.

*b. Additional Information*

To assist with the appeal review, the committee may request a written statement from the instructor for review along with the student's appeal. The committee may request additional information, and as appropriate, will meet with the student, the instructor, and other individuals with relevant information.

*c. Chair Filing*

As soon as possible, but no more than five (5) days after the receipt of the committee's recommendations, the department chair will report the findings and rationale on the appeal by completing the online Academic Integrity Single Violation Appeal Finding. A copy of the Academic Integrity Single Violation Appeal Finding will be sent to the student's University- assigned email address. Students are responsible for checking their University-assigned email on a regular basis.

*d. Final Determination*

The decision of the department chair is final.

***E. Procedures for Multiple or Major Violations of Academic Misconduct***

1. AIO Assessment

The Office of Academic Integrity will assess reported violations of the Student Academic Integrity Policy for multiple or major offenses. The AIO will review the associated evidence as soon as possible upon:

- a. identification of multiple or major violations in the Academic Integrity Database, or
- b. receipt of a recommendation for probation, suspension, expulsion, or revocation of degree.

2. Notification

If the AIO finds that the student's academic misconduct rose to a level of a major violation, or that the student has multiple single violations the AIO will send written

notice to the student's University assigned e-mail address. The notification will include:

- a. a list of the academic misconduct violation(s), including the date(s) and reporting department(s), and corresponding section(s) of the Student Academic Integrity Policy that have been violated; and
- b. the date by which the student must schedule a conference with the AIO to discuss the misconduct(s). Dates may be extended at the discretion of AIO in the interest of fairness.

### 3. Conference with the AIO

The purpose of this conference is to determine if the student's major misconduct or multiple single violations are sufficient to support a penalty of probation, suspension, expulsion, or revocation of degree.

#### *a. Review of Misconduct*

The AIO will hold a conference with the student to review the misconduct and provide an opportunity for the student to respond directly to the violation(s). The AIO may invite others who can provide further information regarding the misconduct(s), such as DOS, instructor(s), or witnesses to a particular incident to participate in the conference at their discretion.

#### *b. Information*

The student may present relevant information regarding the misconduct, including witness statements, documents, or other information.

#### *c. Accompanying the Student*

A student may be accompanied by an advisor, but the student must represent them self at the conference. If a student intends to be accompanied by an attorney, the student must notify the Office for Academic Integrity no later than two (2) days prior to the conference so that the University can have a representative from the Office of General Counsel present at the conference.

### 4. Notice of Findings and Sanctions

#### *a. Previously Assigned Sanctions Sufficient*

If, after review of the evidence and conferring with the student and other relevant involved parties, the AIO determines that the student's previously assigned sanctions were sufficient, the AIO will notify the student in writing, informing them of the finding and no further sanctions will be assigned.

#### *b. Previously Assigned Sanctions Insufficient*

If the AIO determines that a student's sanctions were not sufficient to address the multiple or major violations, the AIO will assign further sanctions to the

student. The AIO may assign any sanction listed in this policy. The student will be notified of the modified sanctions in writing.

*c. Notification*

The written notification of findings and sanctions will be sent to the student's University-assigned email address. Students are responsible for regularly checking their University-assigned email.

5. Student Appeal of AIO's Actions to the Office of the Provost

*a. Written Appeal*

If a student disagrees with the AIO's determination of findings and sanctions, the student may submit a written appeal to the Office of the Provost within five (5) days of the date on the AIO's written decision.

*b. Online Form*

The student's appeal must be in writing using the online Appeal of Academic Integrity Multiple Violations form. The appeal must detail:

- 1) whether the student is appealing the AIO's finding that the violation is a major violation, or that the student engaged in multiple violations, the assigned sanctions, or both;
- 2) the specific basis for the appeal; and
- 3) any factual information in support of the student's case, including specific evidence.

*c. Receipt of the Appeal*

Upon receipt of the student's written appeal the Office of the Provost must determine whether review of the appeal will be conducted by the provost, or designee, or a provost appeal committee. The decision of the provost on this issue is final.

*d. Provost or Designee Review and Resolution of Appeal*

Within ten (10) days of receiving the student's written appeal the provost or designee must complete the following actions.

1) Decision

The provost or designee will issue, based upon the preponderance of the evidence, one of the following findings and rationale:

- a) The findings of the AIO are not upheld; or
- b) The findings of the AIO are upheld, and a determination is made

to:

- i. Uphold the assigned sanctions;
- ii. Deny the assigned sanctions; or
- iii. Modify the assigned sanctions.

2) Additional Information

To assist with the appeal review, the provost or designee may request a written statement from the AIO for review along with the student's appeal. The provost or designee may request additional information and as appropriate will meet with the student, the instructor(s), and other individuals with relevant information.

3) Notification

The Provost's, or designee's, written finding will be sent to the student's University-assigned email address. Students are responsible for regularly checking their University-assigned email.

4) Final Determination

The decision of the provost or designee is final.

e. *Provost Appeal Committee Review and Recommendation of Appeal to Provost.*

The Provost or designee will appoint an ad hoc provost appeal committee comprised of three faculty members to act on the student's appeal of the AIO decision.

Within fifteen (15) days of receiving the review from the provost, the appeal committee must complete the following actions.

1) Recommendations

The appeal committee will issue, based upon the preponderance of the evidence gathered, one of the following recommendations with its rationale to the provost or designee:

- a) The findings of the AIO are not upheld; or
- b) The findings of the AIO are upheld, and
  - i. Uphold the assigned sanctions;
  - ii. Deny the assigned sanctions; or
  - iii. Recommend modified sanctions.

2) Additional Information

To assist with the appeal review, the committee may request a written statement from the AIO for review with the student’s appeal. The committee may request additional information and where appropriate will meet with the student, the instructor(s), and other individuals with relevant information.

3) Notification

As soon as possible, but no more than five (5) days after the receipt of the appeal committee’s recommendations, the provost or designee will report the findings and rationale on the appeal. A copy of the provost’s or designee’s determination will be sent to the student’s University-assigned email address. Students are responsible for regularly checking their University-assigned email.

4) Final Determination

The decision of the provost or designee is final.

**F. Extension**

A student and the appropriate decision-making authority may mutually agree to extend an expressed timeframe for a reasonable period of time.

**G. Records Retention**

Records of student academic integrity educational status are maintained according to the Institutional Records Management Program (<https://records.unt.edu/>).

**V. Resources/Forms/Tools**

- [Academic Integrity Single Violation Report](#)
- [Appeal of Academic Integrity Single Violation](#)
- [Academic Integrity Single Violation Appeal Finding](#)
- [Academic Integrity Multiple Violations Appeal Form](#)

**VI. References and Cross-References**

- [UNT Policy 04.008, Records Management and Retention](#)
- [UNT Policy 07.012, Code of Student Conduct](#)

**VII. Revision History**

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