

## **UC Irvine's Academic Dishonesty: [Defined]**

**Academic dishonesty applies equally to electronic media and print, and involves text, images, and ideas. It includes but is not limited to the following examples:**

### **Cheating:**

- 1) Copying from others during an examination.
- 2) Communicating exam answers with other students during an examination.
- 3) Offering another person's work as one's own.
- 4) Taking an examination for another student or having someone take an examination for oneself.
- 5) Sharing answers for a take-home examination or assignment unless specifically authorized by the instructor.
- 6) Tampering with an examination after it has been corrected, then returning it for more credit.
- 7) Using unauthorized materials, prepared answers, written notes or information concealed in a blue book or elsewhere during an examination.
- 8) Allowing others to do the research and writing of an assigned paper (including use of the services of a commercial term-paper company).

### **Dishonest Conduct**

- 1) Stealing or attempting to steal an examination or answer key from the instructor.
- 2) Changing or attempting to change academic records without proper sanction.
- 3) Submitting substantial portions of the same work for credit in more than one course without consulting all instructors involved.
- 4) Forging add/drop/change cards and other enrollment documents, or altering such documents after signatures have been obtained.
- 5) Intentionally disrupting the educational process in any manner.
- 6) Allowing another student to copy off of one's own work during a test.

### **Plagiarism**

**Plagiarism is intellectual theft. It means the use of intellectual creations of another without proper attribution. Plagiarism typically takes two main forms, which are clearly related:**

- 1) To steal or pass off as one's own the ideas or words, images, or other creative works of another.
- 2) To use a creative production without crediting the source, even if only minimal information is available to identify it for citation.

### **Collusion**

Any student who knowingly or intentionally helps another student perform any of the above acts of cheating or plagiarism is subject to discipline for academic dishonesty.

**Please remember: Credit must be given for every direct quotation, for paraphrasing or summarizing a work (in whole, or in part, in one's own words), and for information which is not common knowledge.**

## **PROCEDURES FOR DEALING WITH INCIDENTS OF ACADEMIC DISHONESTY**

Many, perhaps most, incidents of academic dishonesty involve accusations which are based on clear evidence and which are not contested by the accused student. In such cases, if the infraction is relatively minor and there is no indication that the accused student has previously been involved in such incidents, it is most appropriate that the matter be resolved between the student and the faculty member. When this occurs, it is nevertheless important that a written report of the incident be filed to ensure that penalties assessed are commensurate with the offense and that repeated infractions be detected and dealt with appropriately.

More serious incidents and repeat offenses which call for stronger disciplinary action, may result in campuswide sanctions, in addition to the actions imposed by a faculty member. In such cases, these sanctions will be administered by the Academic Associate Deans or the Office of the Dean of Undergraduate Education or the Graduate Division.

Finally, whenever an accusation of academic dishonesty or a grade given by a faculty member is contested by an accused student, the student has recourse for mediation of the dispute. Processes for mediation, assistance with conflict resolution, and/or an informal inquiry may be requested by the student or the Associate Graduate Dean of the faculty member's school through the Office of the Ombudsman. In incidents where campuswide sanction has been imposed, the student can request a hearing with the appropriate Committee on Academic Honesty which will be convened by the Office of either the Dean of the Division of Undergraduate Education or the Dean of the Graduate Division, depending on the status of the accused student.

For more information on authority of faculty members, responsibilities of Associate Deans, role of the Ombudsman, role of the Dean of Graduate Division, please select the link above. In addition, the website will also inform you more on the process of hearing panels on academic dishonesty.

[http://www.senate.uci.edu/senateweb/default2.asp?active\\_page\\_id=754](http://www.senate.uci.edu/senateweb/default2.asp?active_page_id=754)