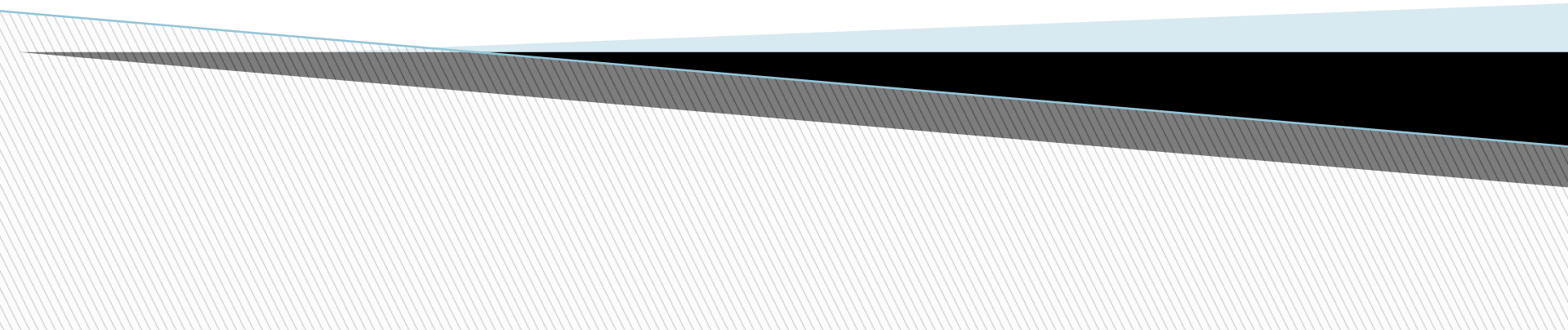


Academic Integrity in the Belk College of Business



Overview

Importance of Staying Within the Prescribed Process

Resolution Options

Procedures for Handling Academic Integrity Cases

Procedures for Handling a Case Before the AIB

Tips for Preventing Violations



Key People in Academic Integrity

Chairperson of Academic Integrity, **Bruce Long**

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Belk College of Business AIB Representatives

Ted Amato, Economics Department

220A Friday

Ext 7-7711, ltamato@uncc.edu

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Vinay Vasudev, Business Information Systems & Operations

Management

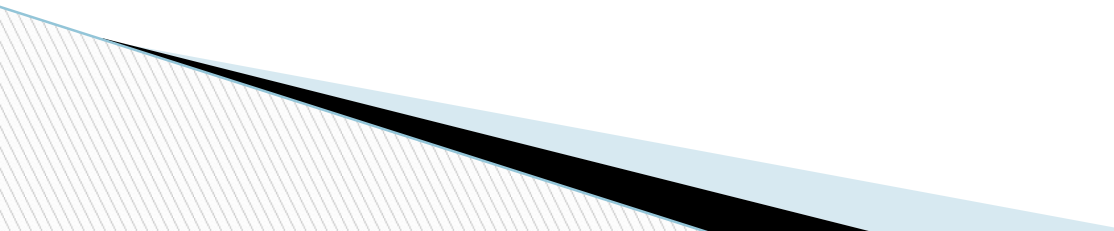
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Ext 7-5640, vkvasude@uncc.edu



Can I Adopt My Own Academic Integrity Procedures?

When asked about faculty members operating outside the standard procedures, former University Attorney Bill Steimer gave the following response:

- “When a faculty member intentionally elects to ignore University requirements and thus opens us up to legal liability for claims by the student for violation of student rights, the faculty member should not expect the taxpayers to defend the faculty member against personal liability.”
- 

Resolution Options for Academic Integrity Cases

Informal Resolution (Settlement Form)

Facilitated Resolution (NEW)

- If a student has a prior violation or the instructor and student cannot come to an agreement, the Director of Student Conduct & Academic Integrity, in consultation with the Academic Integrity Board (AIB) Chair, may determine that a Facilitated Resolution is appropriate.
- In a Facilitated Resolution, a member of the Student Conduct & Academic Integrity staff will work with instructor and student to try to reach an agreement on the charge(s) and sanction(s). With the exception of expulsion and degree revocation, possible sanctions imposed under a Facilitated Resolution are the same as Formal Resolutions. Additionally, the outcome of a Facilitated Resolution can be reported externally with a student's consent.

Formal Resolution (AIB Hearing)

Procedures For Handling Academic Integrity Cases

Contact Student Conduct & Academic Integrity to determine if the student has a prior academic misconduct violation and what resolution options are available.

- If the student has prior offense(s), an Informal Resolution (Settlement Form) cannot be used.
- The maximum sanction that can be imposed using the settlement form is an F in the course for undergraduate, and a U for graduate.

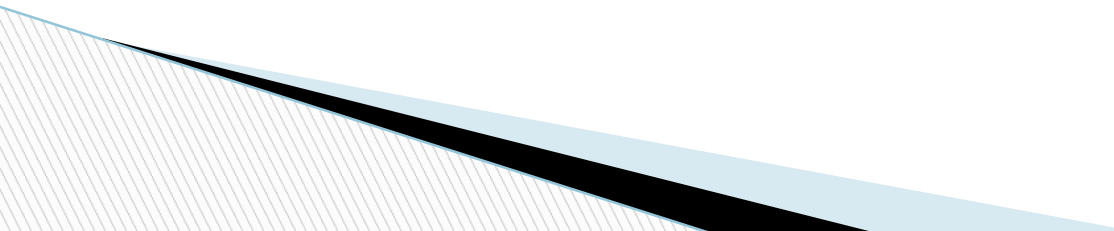
Procedures For Handling Academic Integrity Cases, Cont.

To pursue an Informal Resolution, follow these steps:

- Visit the Student Conduct & Academic Integrity website (scai.uncc.edu) and click on **Academic Integrity**.
- On the left side of the page, click **Process & Resolution Options**.
- Click on **Informal Resolution (Settlement Form)**. You will find directions for the settlement process and the settlement form at [this link](#).

Procedures For Handling Academic Integrity Cases, Cont.

The student does not have to accept a settlement form. Encourage the student to contact the Student Conduct & Academic Integrity and/or the Chairperson of AIB for advice.

- The student has 3 business days to consider the settlement and seek advice.
 - The faculty member sends the signed settlement form to Student Conduct & Academic Integrity.
- 

Procedures For Handling Academic Integrity Cases, Cont.

If the student decides not to accept the settlement offered, the faculty member **MUST** formally report the case to Student Conduct & Academic Integrity (SCAI).

- Do not, under any circumstance, impose an extra-legal sanction (e.g. assign the student a lower grade than would be justified by student's performance, re-do assignment, etc.)

Complete the **Academic Integrity Charge Form**. This is located at **incidentreport.uncc.edu**.

A staff member from SCAI will be in contact after the form is submitted to follow-up and review resolution options.

Assign the student an **Incomplete** for the course.

Procedures For Handling a Case Before the AIB

Consult faculty with prior experience with academic integrity to determine the strength of your case (College representatives to AIB are good candidates for this consultation).

If you decide to pursue the case, consult with the AIB Chair or Student Conduct & Academic Integrity.

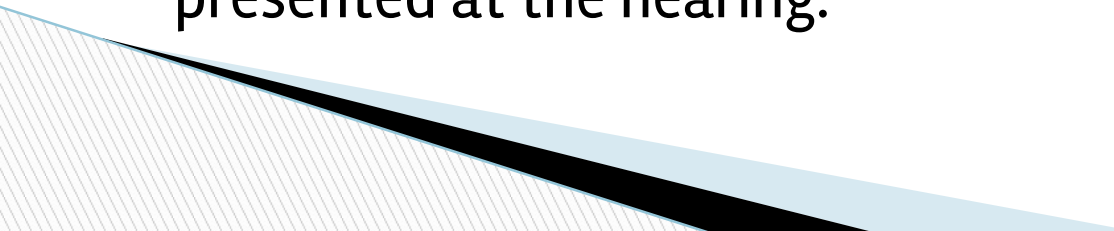
- Each hearing panel consists of two faculty members and a student.

Procedures For Handling a Case Before the AIB, cont.

The faculty member bringing the charge and the student will have a minimum of five days notice before the hearing.

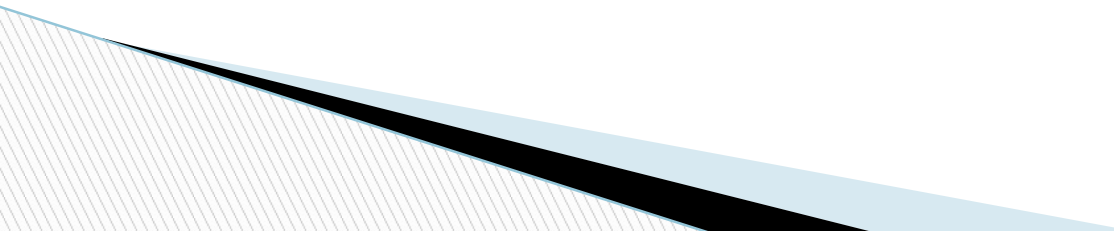
The faculty member should ensure that any witnesses to the infraction are available to testify and should apprise them of the meeting time and place.

The faculty member must submit all evidence to Student Conduct & Academic Integrity prior to the hearing to ensure the student has adequate time to review the evidence presented at the hearing.



Presentation of an AIB Case

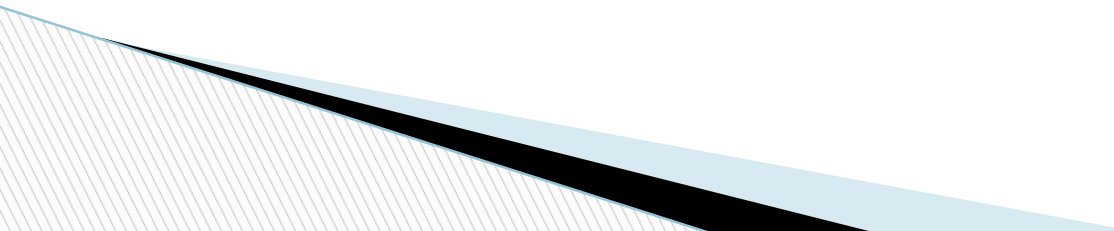
The faculty member presents his/her case first.

- Do not discuss any prior disciplinary record during the hearing on responsibility or non-responsibility. That information is only relevant during the hearing on sanctioning.
 - All evidence submitted by the faculty member will be printed and brought to the hearing by the staff advisor.
 - The hearing will continue in the absence of the faculty member and/or the student.
- 

Presentation of an AIB Case, cont.

Panel members may ask questions of the faculty member and/or the faculty member's witnesses

Panel members may ask questions of the student and/or the student's witnesses.



Panel Convenes In Private to Deliberate on Responsible or Not Responsible, cont.

If the student is found **Not Responsible**, the hearing is adjourned and the results are reported to Student Conduct & Academic Integrity.

If the student is found **Responsible**, the panel proceeds immediately to the hearing on sanctioning.

- The Code of Student Academic Integrity provides a range of sanctions and procedures the panel must follow in assessing the sanction.
- Note that procedures call for input from the faculty member regarding the appropriate sanction. Be prepared to offer input if you so desire.

Tips For Preventing Violations

Use common sense measures such as using multiple forms for large sections, proctoring tests, pre-arranging seating plans, and requiring photo I.D.

Assign specific topics for student term papers to prevent plagiarism.

Vericite (students must consent)

Group projects



Questions?

