

## ACADEMIC INTEGRITY POLICY

Enacted March 25, 2013

University of California, San Diego Division of Extended Studies

### I. Introduction

UC San Diego Division of Extended Studies values life-long learning and the opportunity to serve individuals, organizations and the community by providing continuing education and degree-related programs that support academic, professional, economic and social development.

To support our efforts, it is essential to create an environment where academics are achieved through one's own effort. The Division of Extended Studies expects that academic study will be applied with honesty, responsibility to scholarship and with original thought. This is a shared responsibility between the instructors, the students and the administration.

The University and Division of Extended Studies expect both instructors and students to honor this principle and in so doing protect the validity of University intellectual work. For students, this means that all academic work will be done by the individual to whom it is assigned, without unauthorized aid of any kind whether the course, or any part of the course, is held in a traditional classroom setting or in an online environment. Instructors, for their part will exercise the planning and supervising of academic work so that academic integrity will be upheld.

The following policy applies to allegations of academic misconduct as listed below. Allegations of acts including, but not limited to, falsifying documents, and/or furnishing false information, etc which may be discovered as part of an academic misconduct allegation will be processed under the UC San Diego Student Conduct Code.

### II. Definitions

For the purpose of the Academic Integrity Policy (a.k.a. the Policy), the following definitions apply:

- A. **"Academic Review Panel"** means University Officials appointed by the Director of Student Conduct to resolve violations of this Policy through the Academic Review process.
- B. **"Administrative Resolution"** means an informal meeting between the student and the Student Affairs Manager to resolve alleged violations of this Policy without an Academic Review Panel.
- C. **"Advisor"** means a person chosen by the student to assist him/her with the Academic Review. Advisors include Division of Extended Studies students, instructors, or staff, advocates, and attorneys.
- D. **"Business days"** means weekdays but excludes weekends, University holidays, and days when the Chancellor has determined that the campus will be closed for business.
- E. **"Dean"** means the UC San Diego Division of Extended Studies Dean or his/her designee responsible for overseeing student conduct matters.
- F. **"Division of Extended Studies"** means the University of California, San Diego Division of Extended Studies and includes all locations where Division of Extended Studies holds any activity on- or off-campus which is initiated, funded, authorized, or supervised by Division of Extended Studies.

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- G. **“Preponderance of the Evidence”** is the evidence standard of this Policy. Preponderance of the Evidence means that it is “more likely than not” that the student violated this Policy. In this context, the student will be found to be responsible for the alleged violations if the Academic Integrity Review Panel or Officer concludes that the Division of Extended Studies has shown that such alleged violation more likely than not occurred based on careful review of all information presented.
- H. **“Review Officer”** means a University Official authorized by the Director of Student Conduct to resolve violations of this Policy through the Academic Review process.
- I. **“Sanction”** means a consequence for violations of the Policy. Sanctions range from formal warning to probation to suspension and/or dismissal from Division of Extended Studies and/or a combination of sanctions such as participation in seminars or workshops, and reflection essays.
- J. **“Student”** means an individual for whom Division of Extended Studies maintains student records and who:
1. Is enrolled in, or registered with an academic program of Division of Extended Studies;
  2. Has completed the immediately preceding quarter, is not presently enrolled, and is eligible for re-enrollment; or
  3. Is on an approved educational leave or other approved leave status.
- K. **“University”** means the University of California and includes all campuses (e.g. UC San Diego), the Office of the President, the Division of Agriculture and Natural Resources, and each Department of Energy Laboratory operated by the University.
- L. **“University Policy”** means the written regulations of the University, including, but not limited to, this Policy, the UC San Diego Student Conduct Code, the Student Conduct Regulations, the Policy and Procedure Manual, and other published University Policies.
- M. **The terms “will” or “shall”** are used in the imperative sense; “may” is used in the permissive sense.

### III. Roles & Responsibilities:

#### Instructors’ Responsibility:

The instructor will describe in writing (e.g. in the syllabus, course handouts or through online learning management systems) how graded assignments and exams will contribute to the final grade in the course. The instructor will also inform students in writing of any course-specific rules required by the instructor for maintaining academic integrity such as preferred writing style for citations (e.g. APA, MLA, etc); types of approved classroom and/or exam aids; reference materials permitted for use by students in the course; acceptable web-based references and acceptable level of collaboration between students, if any, that is permitted on graded assignments, quizzes and exams.

#### Students’ Responsibility:

Students are expected to complete the course in compliance with the Instructor's directions. Students will not engage in any activity that involves an attempt to receive a grade by means other than by their own individual effort.

### IV. Conduct in Violation of this Policy

Conduct, including but are not limited to, the following acts are considered violations of the Academic Integrity Policy and may be subject to action under the processes outlined in this Policy:

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- A. To knowingly obtain, provide, or accept any unauthorized material that contains questions or answers to any examination or assignment to be given at a subsequent time.
- B. To complete, in part or in total, any examination or assignment for another person.
- C. To knowingly allow any examination or assignment to be completed, in part or in total, for himself or herself by another person or with the assistance of another person.
- D. To knowingly provide passwords, log-in information or to otherwise facilitate access to online learning management systems to another person to assist in the completion, in part or in total, of an assignment or examination.
- E. To plagiarize or copy the work of another person and submit it as his/her own work.
- F. To employ aids not allowed by the instructor in undertaking course work or in completing any exam or assignment.
- G. To alter graded class assignments or examinations and then resubmit them for re-grading.
- H. To submit substantially the same material in more than one course without prior authorization from the instructor(s).

#### **V. Responsibility for the Resolution of Cases of Violations of the Academic Integrity Policy:**

The responsibility for maintaining the standards of academic integrity at Division of Extended Studies rests with two Division of Extended Studies authorities: the instructor and the administration. Under the Standing Orders of the Regents, discipline is the exclusive responsibility of the campus administration, while authority over courses and curricula is delegated to the instructor through the Dean of Division of Extended Studies. All cases in which the student takes responsibility for violating this policy, or is found responsible by an Academic Review Panel/Review Officer, will result in both an academic and an administrative sanction.

1. The instructor will determine the Student's grade on the assignment and in the course as a whole. Any violations of this Policy may be considered grounds for failure in the course, although less serious consequences may be incurred in less serious circumstances.
2. The appropriate administrative authority will impose an administrative sanction. For Division of Extended Studies, this administrator is the Student Affairs Manager.

#### **VI. Procedures for the Resolution of Cases of Violations of the Academic Integrity Policy:**

The procedure for managing cases of violations of the Policy is divided into three phases:

##### **A. The Reporting Phase:**

When an instructor has reason to believe that a student has violated this Policy, the instructor should meet with the student to discuss the suspected violation. If the instructor determines that enough documentation exists to support an allegation of academic dishonesty, he/she must report the suspected violation in writing via email to either the Program Representative in the academic department or to the Student Affairs Manager. In cases where the report was sent directly to the academic department, the department representative may submit the report on behalf of the instructor to the Student Affairs Manager. All alleged violations of this Policy must be reported in writing via email to Student Affairs Manager.

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To file an alleged violation of this Policy, the instructor should include the following information in the email:

- Student's name
- Student's PID number
- Course name and section ID number
- Date of the alleged violation
- Description of the alleged violation with any supporting documentation.

Once an instructor has submitted a formal complaint of violating this Policy, he/she will not assign a final course grade for the student until the allegation has been resolved. If the course concludes before the allegation is resolved, the instructor will assign an Incomplete ("I") grade on the course grade sheet or in InstructorLink with an indication that the "I" grade is for a "Pending Allegation of Academic Dishonesty".

If, after reporting an allegation to the Student Affairs Manager but prior to the Resolution Phase, the instructor decides to withdraw the allegation, the instructor will notify in writing via email the Student Affairs Manager of his/her decision. The instructor will determine the appropriate assignment and/or course grade. If an Incomplete grade has been assigned, the instructor will submit a final grade for the course by emailing the Student Affairs Manager with the notation of "Instructor Hold Resolved". The Student Affairs Manager will notify the student in writing by both email and by registered/ certified postal mail to the address listed on the Student's academic record that the allegation against them has been withdrawn.

The allegation may be reinstated in accordance with this Policy should new evidence become available within one year from the original date in which the alleged violation occurred.

## **B. Decision and Resolution Phase:**

After the instructor has reported an allegation of violating this Policy, the Student Affairs Manager will contact the instructor and discuss the supporting documentation of the case. If there is enough evidence to support a violation of this Policy, the Student Affairs Manager will notify the student in writing by both email and by registered/certified postal mail to the address listed on the Student's academic record of the allegation along with the procedures for processing allegations of violations of the Policy. It will be assumed that the student received the notice of the allegation when it is sent in this manner.

The student will have five-business days following the date of the notification of alleged violations to arrange for an Administrative Resolution Meeting with the Student Affairs Manager to discuss the allegations, his/her rights and responsibilities as well as possible academic and administrative sanctions. At the meeting, the student will have the opportunity to:

- Accept the allegation of academic dishonesty. or
- Deny the allegation of academic dishonesty and proceed to an Academic Review.

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If the student fails to respond to the written notification of alleged violation of this Policy and/or a request for an Administrative Resolution Meeting, and does not meet with the Student Affairs Manager, he/she will be presumed to have made the decision to accept the allegation of violating this *Policy*. The Student Affairs Manager may then determine the student's responsibility for the alleged violations and may impose sanctions based on the information in his/her possession without the student's participation.

**Resolution Option I (Student accepts allegation of academic dishonesty):**

The student meets informally with the Student Affairs Manager to resolve the alleged violation of this Policy in an Administrative Resolution Meeting. If during this meeting, the student accepts responsibility for the allegation of violation of this Policy, the Student Affairs Manager will notify him/her in writing by both email and by registered/certified postal mail with a brief summary of the meeting and imposed sanctions within ten-business days following the meeting.

The Student Affairs Manager will notify the instructor of the results of the Administrative Resolution Meeting and, if the course has been completed, request a final grade. The instructor will assign a grade for the assignment and/or course and notify the Student Affairs Manager. The Student Affairs Manager will update the final grade on the student's academic record.

The Student Affairs Manager will decide the administrative sanctions. These sanctions may range from a formal warning to probation to suspension or dismissal from Division of Extended Studies and/or a combination of sanctions such as participation in seminars or workshops, and reflection essays. All sanctions depend on the severity of the case, the student's previous history of academic and non-academic discipline, and any mitigating circumstances.

A record of the case including the notice of alleged violation, supporting documentation and the Administrative Resolution Meeting summary letter will be maintained confidential as per UC PPM 160-2 in the Division of Extended Studies Student Services Office.

**Decision Option II (Student denies allegation and requests an Academic Review):**

If during the Administrative Resolution Meeting, the student denies having committed the alleged violation of this Policy; he/she must submit a request for an Academic Review in writing via email to the Student Affairs Manager within ten- business days of being notified of the allegations. The Student Affairs Manager will contact the Director of Student Conduct within five-business days after receipt of the Student's request to schedule an Academic Review. In the event that the Student does not submit a written request for an Academic Review within the time specified, the Student Affairs Manager will contact the Director of Student Conduct to schedule an Academic Review within five-business after the specified date.

The Academic Review shall be conducted in accordance with the UC San Diego Student Conduct Code except where provisions of this Policy differ from those in the *Code*, in which case the provisions of this *Policy* shall govern. The Academic Review Panel will consist of at three or more

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University/Division of Extended Studies administrators or a single Academic Review Officer. At the request of either the student or the Student Affairs Manager, the case may be referred to a single Review Officer appointed by the Director of Student Conduct. The Student Affairs Manager will provide at least ten-business days notice to the student and the instructor of the time, date, the names of the members of the Academic Review Panel and or name of the Review Officer assigned to the case and location of the Academic Review.

The instructor will be present at the Academic Review to serve as a witness.

The Academic Review will be governed by the rules of due process as outlined in the UCSD Student Conduct Code. If it is determined that an Academic Review Panel will consider the allegations, the Director of Student Conduct will appoint a Presiding Officer.

1. The Presiding Officer will determine the admissibility of evidence and make other procedural rulings to ensure a fair and impartial review:
  - a. Both parties will submit to the Student Affairs Manager any documentary evidence(s) which they intend to introduce and a list of witnesses that each party intends to provide statements at least three-business days before the date of the Academic Review.
  - b. At the request of either party or if the Presiding Officer considers it appropriate, he/she may exclude witnesses from being present during the Academic Review when the witnesses are not providing statements.
  - c. Ensure that deliberations of the Academic Review Panel are held privately (no audio recording) with only the Panel members.

**NOTE:** If a single Review Officer facilitates the Review, he/she will follow all rules and procedures assigned to the Presiding Officer.

2. All Academic Reviews will be closed to the public. Only members of the Academic Review Panel, the student (and his/her advisor, if any), the instructor and witnesses will typically be permitted to participate in the Review.
3. The Academic Review will be audio recorded. The student will have access to a copy of the recording and may request a copy of the recording which will be provided to the student for the cost of reproduction. All records pertaining to the Academic Review, including but not limited to the transcript, will be considered UC San Diego Division of Extended Studies records and will be maintained confidential as per UC PPM 160-2 in the Division of Extended Studies Student Services Office.
4. The student may choose to be advised at the Academic Review by an advisor or an attorney of his/her own choosing and at his/her own expense. An Advisor or an attorney is permitted to attend the Academic Review in an advisory role only. An Advisor or an attorney may not address the Review Panel or Review Officer or question witnesses. They may only confer with the Student. If the Student is advised by an advisor or an attorney, the student will inform the Director of Student Conduct, at least three-business days prior to the date of the Academic

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Review. Students who choose to be assisted by an attorney or an advisor must provide a signed release authorizing the attorney or advisor to receive relevant information from the Student's record as required by UCSD PPM 160-2.

5. The student or the instructor may request, in writing, that a member of the Academic Review Panel be disqualified from participating in a Review if the student or instructor believes that the member cannot be impartial. The request must be made to the Director of Student Conduct at least three business days before the scheduled Review and must include an explanation as to why it is believed that the person is unable to make an impartial decision. In addition to determining such requests, the Director of Student Conduct will disqualify any member of the Academic Review Panel who is not able, in his/her judgment, to make an impartial decision. If the Director of Student Conduct grants a disqualification request, he/she will select another member to replace the disqualified member and notify the student and the Student Affairs Manager.
6. The findings of the Academic Review Panel or Review Officer will be based on the preponderance of evidence as defined below:

*"Preponderance of the evidence is generally that evidence which, when fairly considered, produces the stronger impression and has the greater weight, and is more convincing as to its truth when weighed against opposing evidence." per UCSD Student Conduct Code, section II-M.*

7. The decision of the Academic Review Panel will be based on a simple majority vote of the members with the Presiding Officer voting only in the event of a tie.
8. Within five-business days from the date on which the Review Panel is conducted, the Presiding Officer will forward in writing via email, the Review Panel's findings to the Director of Student Conduct and the student.
9. Within five-business days of being notified by the Director of Student Conduct of the findings of the Academic Review Panel, the Student Affairs Manager will notify the Student of the academic and administrative sanction(s) assigned. A record of the case including the notice of alleged violation, supporting documentation and the Review Panel summary letter will be maintained confidential as per UC PPM 160-2 in the Division of Extended Studies Student Services Office.

### **C. The Appeal Phase:**

A student found to have violated this Policy in an Academic Review has the right to appeal the finding of responsibility and/or imposed sanction(s). A student accepting responsibility in an Administrative Resolution Meeting may only appeal the severity of any sanction imposed by the Student Affairs Manager (See Section (C)(4) below).

1. An appeal must be submitted in writing to the Director of Student Conduct within five business days from the date of notice of the original decision. The appeal must specify the grounds for

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the appeal in accordance with Section (C) below and include all the reasons, evidence and arguments in support of the appeal. The student will, upon request to the Director of Student Conduct, be given access to the record (e.g. written decision and/or audio recording) of the original meeting or Review before submitting an appeal. Failure to appeal within the specified time period will make the original decision final and conclusive. Appeals submitted by a Division of Extended Studies student will be reviewed by the Dean of UC San Diego Division of Extended Studies (or their appointed designee).

2. An appeal must be based upon one or more of the following grounds:
  - a. The decision is not supported by the findings;
  - b. There was unfairness in the proceedings that prejudiced the result (e.g. the denial of due process);
  - c. There is newly discovered evidence not known at the time of the Review that would have affected the result; or
  - d. The sanction(s) imposed was grossly disproportionate to the violation committed.
3. Appeals will be decided upon the record of the original Administrative Resolution meeting and/or Academic Review Board and upon the complete statement of the student setting forth specific reasons, evidence, and grounds for the appeal. If the student submits a timely appeal, the Dean of UC San Diego Division of Extended Studies Academic Integrity Policy (or their appointed designee) may request a written response to the appeal by the relevant University Official. If a written response is submitted, a copy of this response will be provided by the Director of Student Conduct to the Student, who may respond in writing.
4. The imposition of sanctions may be deferred during the appeals process, at the discretion of the Student Affairs Officer in consultation with the Director of Student Conduct.
5. The Dean or Dean's designee reviewing the appeal will make one of the following actions:
  - a. The decision by the Student Affairs Manager, Academic Review Board or Review Officer is confirmed and the sanction(s) is imposed.
  - b. The decision by the Student Affairs Manager, Academic Review Board or Review Officer is confirmed and the sanction(s) is modified.
  - c. The action is referred to a new Academic Review Board or Review Officer for new review. When a new review is conducted, the results of the previous Review will not be provided to the new Academic Review Panel or Review Officer. However, the chair of the new Academic Review Panel or Review Officer will be provided with sufficient information by the Director of Student Conduct to ensure that any procedural or substantive errors from the previous review do not occur at the new review.
  - d. The decision or sanction(s) is dismissed. A decision or sanction may be dismissed only if it is not supported by the Preponderance of the Evidence.

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6. Respondents will be notified in writing of the result of the appeal within ten business days of the date when the appeal was submitted. A brief statement explaining the basis of the decision by the Dean or Dean's designee reviewing the appeal will be included with this notice.
7. If, as a result of an appeal, it is determined that the student was improperly found responsible or sanctioned for violating this Policy, the Director of Student Conduct will, upon request by the student, seal the record of the Administrative Resolution meeting and/or Academic Review Board and remove any reference to the proceedings from the Student's conduct record. The Director of Student Conduct, in consultation with the UC San Diego Division of Extended Studies Student Affairs Manager, may take other reasonable actions to ensure that the status of the student's relationship with Division of Extended Studies is not adversely affected.
8. The Director of Student Conduct may extend any timelines in the appeal procedures when deemed necessary. If an extension of a timeline is granted, the student and the Student Affairs Manager will be notified in writing via email by the Director of Student Conduct.

All written appeals, investigations, meeting minutes, reports and correspondence will be maintained confidential as per UC PPM 160-2.

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