

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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University/Extension 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 Extension records and will be maintained confidential as per UC PPM 160-2 in the Extension 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 Extension 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 an Extension Student will be reviewed by the Dean of UC San Diego Extension (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 Extension (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 Extension Student Affairs Manager, may take other reasonable actions to ensure that the status of the Student's relationship with Extension 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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