

Academic Misconduct Policy

## Academic Misconduct

Academic honesty and intellectual integrity are fundamental to the process of learning and to evaluating academic performance. Maintaining such integrity is the responsibility of all members of the University. All faculty members and teaching assistants should encourage and maintain an atmosphere of academic honesty. They should explain to the students the regulations defining academic honesty and the sanctions for violating these regulations.

However, students must share the responsibility for creating and maintaining an atmosphere of honesty and integrity. Students should be aware that personally completing assigned work is essential to learning. Students who are aware that others in a course are cheating or otherwise committing academic misconduct have a responsibility to bring the matter to the attention of the course instructor and/or academic unit head, or the Director. To promote academic integrity, students will assign the following pledge when required by the instructor.

I pledge that I have completed the work I am submitting according to the principles of academic integrity as defined in the definition of Academic Misconduct in the UNO Student Code of Conduct.

Academic misconduct includes, but is not limited to, the following:

**Cheating**: The act of deception by which a student misrepresents mastery of information on an academic exercise. These acts can be either premeditated or not. Examples include, but not limited to, copying or allowing someone else to copy from another student, unauthorized use of a textbook or other material during an examination; inappropriate and unauthorized collaboration during an academic exercise; unauthorized use or possession of specialty prepared materials, such as notes or formula lists, during an academic exercise.

**Plagiarism**: The unacknowledged inclusion of someone else’s actual words, ideas or data or the paraphrasing of someone else’s words, ideas or data as if they were the student's own.

All source material must be appropriately identified and cited according to the conventions for acknowledging source material. Students are responsible for learning these scholarly conventions; disregard of proper citation conventions can be considered plagiarism.

**Academic Misconduct**: The actual or attempted tampering or misuse of academic records or materials such as transcripts and examinations. Examples include stealing, buying, or otherwise obtaining all or part of an unadministered test or academic exercise; selling or giving away or engaging in bribery to get all or part of an unadministered academic exercise or any information about it; changing or altering a grade book, test, or other official academic records of the University; entering a building or office without authorization for the purpose of changing a grade or tampering in any way with grades or examinations.

**Falsification/Fabrication**: The intentional use of false information or the falsification of research, findings, personal or university documents with the intent to deceive. Examples include citing information not taken from the source indicated; listing sources in a bibliography not used in the academic exercise; inventing data or source information; submitting as one’s own any academic exercise prepared totally or in part for/by another; taking a test for another student or permitting another student to take a test for oneself; submitting work previously used for credit in another course without express permission of the instructor; falsifying or misrepresenting oneself on resumes or other such documents or university related forms.

**Accessory To Acts of Academic Misconduct**: The act of facilitating, supporting, or conspiring with another student to commit or attempt to commit any form of academic misconduct.

## Reporting/Resolution

Course instructors should be aware that all instances of academic misconduct must be reported to the Office of Student Accountability and Disability Services. Reports alleging a student’s act of academic misconduct should be handled starting at the lowest possible level. If an instructor feels that academic misconduct has occurred, the instructor should meet with the student (or students) involved to discuss this matter. Whether or not a meeting with the student(s) takes place, the following procedures govern the reporting of academic misconduct and any actions taken as a result of an incidence of academic misconduct:

* 1. The instructor should meet with the student to discuss the allegation of academic misconduct and complete the Academic Misconduct Report Form with the student.
	2. File the Academic Misconduct Report Form with the Office of Student Accountability including supporting documentation.
	3. Provide copies of the Academic Misconduct Report Form to the student, the Chair of the instructor’s department, and to the Dean of the instructor’s college.

The instructor may assign a penalty as appropriate with course/assignment objectives such as reduction in grade, reworking a paper, etc. which will be noted on the completed Academic Misconduct Report Form.

The instructor may assign a grade of Zero or ‘F’ on the academic exercise (such as a test, paper, project, assignment, computer program, etc.) in question. This action is subject to the following provision: This grade cannot be dropped in the calculation of the final grade.

The alleged instance of academic misconduct shall continue to an Administrative Conference with the Director (or designee) and the instructor, and/or continue to a University Board of Review, if

1. The student, in completing their part of the Academic Misconduct Report Form, denies responsibility and/or accepts responsibility but plans to contest that the penalty is not proportionate to the violation and requests that the case be heard through the student accountability process;
2. The instructor requests that the act of academic misconduct in question receive further review/additional sanction or greater sanction than an ‘F’ on the academic exercise;
3. Upon a second report or incident of academic misconduct for a student (if the student was found responsible for academic misconduct in the first case), the case will automatically be brought before a University Board of Review.

If an alleged academic misconduct case cannot be resolved prior to the issuance of the final grades, the instructor will assign/submit a final course grade. Should that grade need to be changed as part of the finding from a Board of Review, the instructor will submit a grade change in accord with policy.

All completed Academic Misconduct Report Forms and relevant documentation should be sent to the Office of Student Accountability and Disability Services in writing as soon as possible but preferably within 30 days of the alleged incident. Academic Misconduct reporting should be made at this link and all documents can be uploaded via this site, including the signed Academic Misconduct Reporting Form:

<https://uno.guardianconduct.com/incident-reporting/new>

The record will be maintained with all other procedural files in the Student Accountability and Disability Services office.