

Undergraduate Academic Misconduct Policy

Approved by Deans' Council 8/11/21

I. Introduction

- a. This document is not a contract. Policies and interpretation by the administration are subject to change as circumstances warrant. Please check the Academic Policies in the Bulletin for updates and current application of any policy.
- b. The policies and procedures outlined in this document are to be applied to allegations of academic misconduct for undergraduates. Allegations of academic misconduct on the part of graduate students should be referred to the Dean of the Graduate School.

II. Purpose

- In keeping with the intellectual ideals and educational mission of the University of Tulsa, all members of the University community are expected to maintain their intellectual integrity, to conduct themselves properly in all academic activities, and to adhere to all academic policies. Cheating, plagiarism and other forms of academic dishonesty violate both individual honor and the life of the community. The purpose of this document is to encourage members of the academic community to conduct themselves responsibly toward one another, to ensure that complaints of academic misconduct are treated fairly and in a timely fashion, and to maintain the high standards of conduct required at the University of Tulsa.

III. Policy

- a. This policy prohibits any form of inappropriate conduct that constitutes academic misconduct and applies to all undergraduate participants in academic courses or programs offered by the University of Tulsa.
- b. The University will take appropriate actions to prevent, correct, and discipline conduct that violates this policy.
- c. This policy shall not preclude faculty, academic administrators, or a college from proceeding summarily in appropriate cases.
- d. This policy does not preclude anyone from pursuing complaints with any external agency or other entity, such as other institutions when a member of the University of Tulsa academic community is in an internship, field placement, academic course, or program at such institution; when criminal or civil laws may have been violated; and in other appropriate situations.
- e. The student's formal appeal or complaint may be made by e-mail but must be sent from the student's official University of Tulsa e-mail address.

IV. Definition of academic misconduct

- a. Academic misconduct includes any conduct pertaining to academic courses or programs that evidences fraud, deceit, dishonesty, an intent to obtain an unfair advantage over other students, or violation of the academic standards and policies

of the university. It includes, but is not limited to, plagiarizing¹; cheating² or otherwise violating the procedures for tests and examinations; turning in counterfeit³ reports, tests, papers or other work; stealing⁴ tests or other academic material; falsifying academic records or documents⁵; turning in the same work to more than one instructor⁶ without informing the instructors involved; vandalism, unauthorized or inappropriate use of data files or equipment; violation of proprietary agreements, theft or tampering with the programs and data of other users; or assisting others in such activities.

- b. Academic misconduct also includes any inappropriate behavior that unreasonably interferes with the educational process and the rights of others to pursue their academic goals. It includes, but is not limited to, disorderly or disruptive conduct during classroom or other academic activity; actual or threatened misuse or destruction of equipment or other academic resources; actual or threatened interference with the right of others to participate fully in academic activities; and failure to respect and adhere to reasonable standards of conduct while participating in academic activities.
- c. Academic misconduct as it relates to professional development is the misrepresentation by a student to employers including but not limited to the following categories: GPA, dates of graduation, major/minor or other academic information, work or extra-curricular activities, U.S. citizenship/visa status.

V. Prompt attention

- a. All credible accusations of academic misconduct will be taken seriously and will be investigated promptly, thoroughly and fairly.
- b. Cases of academic misconduct must be reported in writing to the Dean's Office of the College in which the course is offered no later than 30 calendar days after the misconduct has been discovered or no later than 30 calendar days after final grades have been posted for the semester in which the misconduct occurs, whichever comes first.
- c. Instructors must notify the Dean's Office regarding academic misconduct even in cases where the instructor intends to investigate and address a complaint directly.

VI. Procedures

- a. Initiating a complaint. A complaint may be initiated by a faculty member, administrator, staff member, student or anyone else who has reason to believe that academic misconduct has occurred. All complaints should be discussed with the Associate Dean for appropriate documentation of the occurrence and guidance on the process. Complaints should be initiated promptly and in no event later than 30 days after the individual has reason to know of the alleged academic misconduct. The burden to prove academic misconduct lies with the person bringing the allegation of misconduct.
- b. Action by instructor. An instructor may investigate and address any complaint of academic misconduct in the instructor's course or program and recommend further action by the Dean's Office of the College in which the course is offered.

Typically, Associate Deans in each College handle issues of academic misconduct. A decision by an instructor shall be final and binding when the instructor has notified the student in writing of that decision. Students may appeal the instructor's decision at the level of the Dean's Office. For the appeals process see Section VII.

- c. Action by the Dean's Office. The Dean's Office may initiate or pursue any case of academic misconduct in order to enforce academic policies and to maintain the academic integrity of the college and university.
 - 1. Even when sanctions have been imposed by an instructor for a particular case of academic misconduct, additional sanctions may be pursued by the Dean's Office in appropriate cases, such as when a student has committed academic misconduct previously or when the academic misconduct is serious enough to warrant additional sanctions.
 - 2. In cases where a student has been accused of academic misconduct in a course or program offered outside the student's college of enrollment, action may be initiated and pursued by either or both the Dean of the college in which the academic misconduct occurred and the Dean of the student's college of enrollment.
 - 3. A decision by the Dean shall be binding when the Dean has notified the student in writing of that decision.
- d. The process above outlines procedures for a complaint occurring in a course that exists within an academic college. When allegations of academic misconduct are made in a course that exists outside an academic college, the program director will fulfill the role of the Dean's Office. In this case, an appeal would be heard by the college committee of the instructor teaching the course. If the instructor is a staff member and does not belong to an academic college, the complaint will be heard by the committee in the student's college.

VII. Sanctions

- a. Sanctions by an instructor: An instructor may impose sanctions for academic misconduct that include, but are not limited to, oral and/or written reprimand, counseling, reduced or failing grades for specific assignments or the entire course or program, additional assignments or requirements relating to the course or program, or any combination thereof.
- b. Sanctions imposed by a Dean or college committee that deals with academic misconduct: In addition to any sanctions imposed by an instructor, the Dean or college committee may impose sanctions for academic misconduct that include, but are not limited to, oral and/or written reprimand, counseling, reduced or failing grades for a course or program, involuntary removal from class or withdrawal from the course or program, suspension, probation, dismissal, notations on a student's official records and transcript, revocation of academic honors or degrees, and any other appropriate sanction or combination thereof.

VIII. Appeals

- a. Appeal the decision of an instructor to the Dean's Office

1. A student who believes that a decision made by an instructor is erroneous may appeal on that ground in writing to the Dean's Office of the college in which the course is offered.
 2. An appeal must be submitted within 10 calendar days after the final decision of an instructor.
 3. A decision by the Dean's Office shall be binding when the student is notified in writing and/or e-mail of that decision.
- b. Appeal to the college committee from the decision of the Dean's Office
1. A student or faculty member who believes that the decision made by the Dean's Office is erroneous may appeal on that ground in writing to the college committee designated for such appeals.
 2. An appeal to the college committee must be submitted to the Dean of the college in which the course is offered within 7 days after the final decision of the Dean's Office.
 3. Appeals to the college committee must be in writing and should include all facts and circumstances that have any bearing on the case, together with all relevant documents, evidence, and names of witnesses.
 4. A student shall have the right to request a hearing before the college committee designated for such appeals.
 5. Should the appellant retain outside legal counsel, the Dean's Office must be notified at least 5 calendar days prior to the college committee hearing.
 6. The college committee shall have the right to conduct a hearing, to request additional information, and to receive and give such weight to evidence as it sees fit.
 7. A student has the right to present personal testimony and evidence, and to have the assistance of a friend, or other advisor of his or her choosing. This person may provide advice to the student but may not otherwise participate in the proceedings.
 8. The instructor initiating the complaint and the student and/or the student's representative shall not be present during the vote of the college committee. The deliberation and the vote of the college committee are considered confidential except for the reporting of the outcome.
 9. A decision of the college committee shall be binding when it has notified the student in writing of that final decision, except as specifically stated below:
 - a. If the committee recommends suspension, probation, dismissal, revocation of academic honors or degrees, or any combination thereof, such recommendation shall be forwarded to the Dean's Office for final action.
 - b. If the college committee is unable to reach a majority decision, the case will be referred to the Dean's Office for further review and decision.

c. Final appeal to the Office of the Provost

1. In the unusual circumstance that the student can make a case that the concept of fundamental fairness has been violated in the appeal process itself, a final appeal may be made to the Provost within 7 days after the final decision of the college committee. The Provost may either consider it or decline to do so depending on the Provost's assessment of the evidence presented. In all such cases, student appeals on academic issues will be final when a decision is rendered by the Provost. An appeal to the Provost must be made within 10 calendar days of the final decision by the college committee.

IX. Appendix

a. Definitions

1. "Academic misconduct" includes any conduct pertaining to academic courses or programs that evidences fraud, deceit, dishonesty, an intent to obtain an unfair advantage over other students, or violation of the academic standards and policies of the university. It includes, but is not limited to, plagiarizing; cheating or otherwise violating the procedures for tests and examinations; turning in counterfeit reports, tests, papers or other work; stealing tests or other academic material; falsifying academic records or documents; turning in the same work to more than one instructor without informing the instructors involved; vandalism, unauthorized or inappropriate use of data files or equipment; violation of proprietary agreements, theft, or tampering with the programs and data of other users; issuing false statements to instructors or academic administrators regarding academic matters; and assisting others in such activities; and attempts to do the same.
2. "Plagiarism" includes presenting as one's own efforts the work of someone else without proper acknowledgment of that source. Paraphrasing where the basic sentence structure, phraseology and unique language remain the same is also plagiarism. The failure to acknowledge unique, unusual, or new ideas or facts not the product of your investigation or creativity is also plagiarism. When in doubt regarding these matters, it is the student's responsibility to seek guidance from the instructor of the course or program.
3. "Cheating" includes the use of aids or assistance not allowed in the quiz or testing procedure. The use of notes, charts, books, mechanical devices, and digital tools not specifically allowed in writing by the examiner constitutes cheating. Visually, verbally or electronically receiving or giving information not allowed in writing by the examiner constitutes cheating.
4. "Counterfeit work" includes work turned in as one's own that was created, researched or produced by someone else and in a manner not allowed in writing by the instructor. Turning in a report of another's research, submitting a paper researched or written by someone else,

having someone else take a test, taking a test for someone else, submitting joint projects as if they were solely one's own, and submitting creative products of another as if they were one's own are all forms of counterfeit work.

5. "Stealing" includes the theft, use or circulation of a quiz, testing procedure or answers specifically prepared for a given course and as yet not used or publicly released by the instructor of a course.
6. "Falsifying" includes knowingly and improperly changing grades on transcripts, grade sheets, class work reports, tests, projects, and related documents; knowingly falsifying documents related to the meeting of academic requirements or academic achievements; and procuring materials that have been falsified; and falsifying academic records.
7. "Instructor" includes members of the faculty, teaching assistants, laboratory assistants, or others who function as teachers or supervisors in connection with academic work in the colleges.