

Academic Integrity in RL: Guidelines for Teachers

Violations of academic integrity include:

- **Plagiarism:** using material from other authors without proper citation (for example, including cutting and pasting directly from web pages)
- **Cheating:** copying answers on a test or assignment from another student or other source (unless approved by teacher, for example, collaborative/group work)
- **Misuse of tutor:** Intervention by a tutor beyond what is approved by the teacher.
- **Use of on-line translator**
- **Fabrication:** The intentional use of information that the author has invented when he or she states or implies otherwise, or the falsification of research or other findings with the intent to deceive
- any other practice in which a student represents the work of another person as his/her own

How should teachers respond? All teachers at UO have a **legal responsibility** to handle suspected cases of academic dishonesty as outlined below.

1. In lower-division (100-, 200-level) classes, inform the course supervisor immediately. Since GTFs are still in effect "apprentice" teachers, a supervisor or program director should shepherd the GTF through this process.
2. Contact the Office of Student Conduct and Community Standards (OSCCS), 346-1140, and check if the student has prior incidents on record. If the student has a prior record, then OSCCS will handle the case directly and decide what sanction, if any, the student will receive in your course.
3. If the student has no prior incidents on record, inform the student that you suspect that the assignment/test does not represent his/her own work. Be sure to use neutral, non-accusatory language. Let the student know that he/she has the option of working directly with the Office of Student Conduct and Community Standards (OSCCS). It is best to notify the student in writing; below is a sample notice from OSCCS that you can personalize.

Dear [name]:

I have discovered a suspected incident of academic misconduct, as defined in the University of Oregon Student Conduct Code. Please contact me immediately if you would like to discuss the incident and have an opportunity to explain whether you committed misconduct. Please note that

you have the right to have this matter referred directly to the Director of Student Conduct and Community Standards rather than discussing it with me. If you prefer that option, please immediately inform me of that choice. I also may decide to refer this case directly to the Office of Student Conduct and Community Standards for adjudication.

You should not attempt to drop a course or change the grading option to avoid addressing suspected academic misconduct. For more information about academic misconduct, please read the University of Oregon's Student Conduct Code: <http://conduct.uoregon.edu>.

4. If the student chooses to work with you, give him/her a chance to provide you with any extenuating or contextual details that might explain the apparent lack of academic honesty. If the incident involves more than one student, this conversation should take place one-on-one with each student; do not meet with all students at once.

5. If the student admits dishonesty, the teacher assigns a grade of zero for the assignment, and reports the incident and the sanction to the Office of Student Conduct and Community Standards (OSCCS), using the form provided on their website (<http://conduct.uoregon.edu>, click on the link 'Faculty Guide for Addressing Academic Misconduct'). The teacher must inform the student in writing of the sanction. [Again, please note: if the student has a prior incident on record, OSCCS will handle the case directly and decide what sanction the student should receive in your course.]

If the student does not agree that academic misconduct was committed, you must grade the assignment according to the established criteria and report the incident to the Office of Student Conduct and Community Standards (OSCCS), using the required form, within 14 days (excluding holidays/breaks) of the date of your written notice.

Do not invent any alternate solutions (e.g. assigning half credit, allowing student to rewrite the test/assignment).

6. The teacher MUST report the incident to the Office of Student Conduct and Community Standards (OSCCS). This is important because a student may be engaging in academic misconduct in more than one department, and if a pattern of misconduct exists, this cross-campus documentation will reveal it.