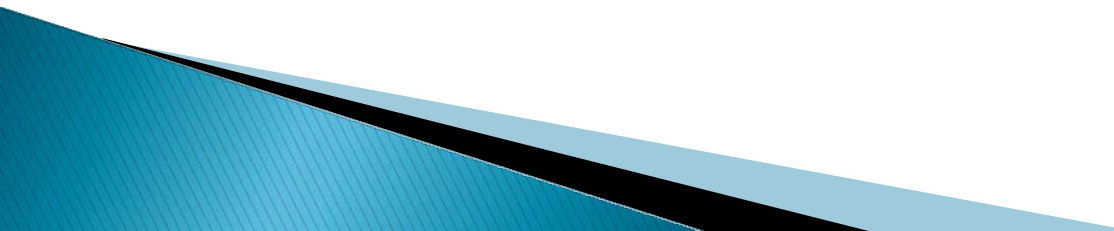


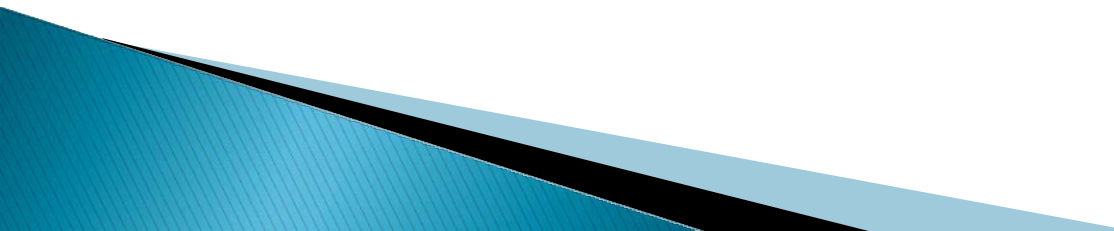
Academic Integrity in the Belk College of Business



Overview

- ▶ Importance of Staying Within the Prescribed Process
 - ▶ Procedures for Handling Academic Integrity Cases–
–Out of Court Settlements
 - ▶ Procedures for Handling a Case Before the AIB
 - ▶ Tips for Preventing Violations
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Key People in Academic Integrity

- ▶ Chairperson of Academic Integrity, **Bruce Long**
Ext 7-8441, Email: nblong@uncc.edu
 - ▶ Dean of Students, **Christine R. Davis**
Ext 7-0345, Email: crdavis@uncc.edu
 - ▶ Office of Legal Affairs
Ext 7-5732,
Email: Legal-Affairs@uncc.edu
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Belk College of Business AIB Representatives

- ▶ **Ted Amato**, Economics Department
220A Friday
Ext 7-7711, ltamato@email.uncc.edu
- ▶ **Gary Kohut**, Management Department
UNC Charlotte Center City Building Suite 721
Ext 7-7651, gfkohut@uncc.edu
- ▶ **Craig Depken**, Economics Department
229A Friday
Ext 7-7484, cdepkin@uncc.edu

Can I Adopt My Own Academic Integrity Procedures?

- ▶ When asked about faculty members operating outside the standard procedures, former University Attorney Bill Steimer gave the following response:
 - “When a faculty member intentionally elects to ignore University requirements and thus opens us up to legal liability for claims by the student for violation of student rights, the faculty member should not expect the taxpayers to defend the faculty member against personal liability.”

Procedures for Out of Court Settlement

- ▶ Check with the Dean of Students Office to determine the student's prior disciplinary record.
 - If the student has prior offense(s), the settlement procedure cannot be used.
 - The maximum penalty that can be imposed under the settlement procedure is an F in the course.

Procedures for Out of Court Settlement, cont.

- ▶ To pursue the settlement procedure, follow these steps:
 - Go to UNC–Charlotte Web page and click on **Policy Statements**.
 - Under **Policy Statements**, click on link to **Student Academic Integrity Code**.
 - Click on **Overview**. Under **Overview** click on link for **Settlement Process**. You will find directions for the settlement procedure and the settlement form at this link.

Procedures for Out of Court Settlement, cont.

- ▶ Do not allow the student to accept a settlement at the initial meeting. Encourage the student to contact the Dean of Students and/or the Chairperson of AIB for advice.
 - The student has 72 hours to consider the settlement and seek advice.
 - If the student accepts the settlement, he/she signs the settlement form in the presence of the faculty member.
 - The faculty member sends the signed settlement form to the Dean of Students.

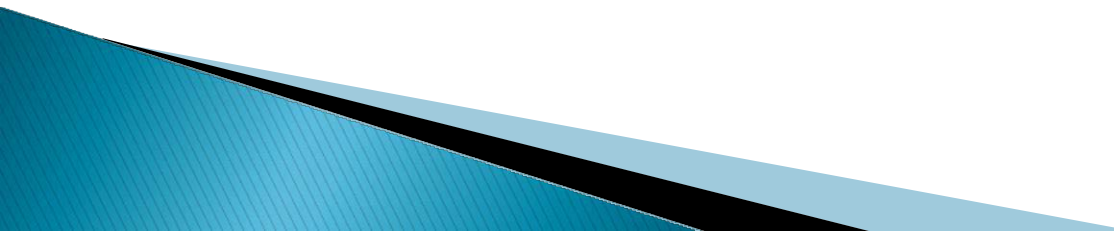
Procedures for Out of Court Settlement, cont.

- ▶ If the student decides not to admit guilt or does not accept the penalty, the faculty member **MUST** take the case to the Chairperson of the AIB, if any penalty is to be imposed.
- Do not, under any circumstance, impose an extra-legal penalty (e.g. assign the student a lower grade than would be justified by student's performance, re-do assignment, etc.)

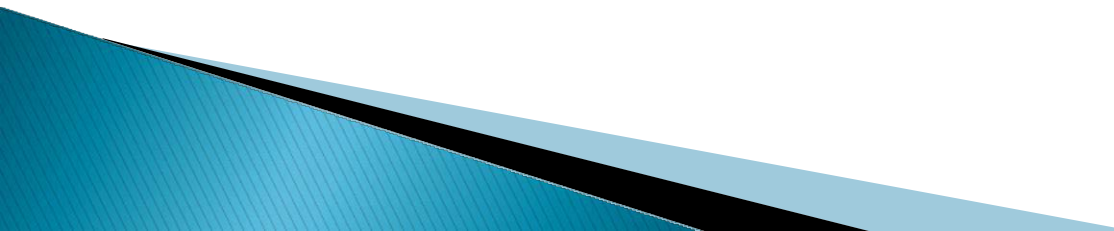
Procedures for Handling a Case Before the AIB

- ▶ Consult faculty with prior experience with academic integrity to determine the strength of your case (College representatives to AIB are good candidates for this consultation).
- ▶ If you decide to pursue the case, consult with the AIB chairperson.
 - Each hearing panel consists of two faculty members and a student court justice.

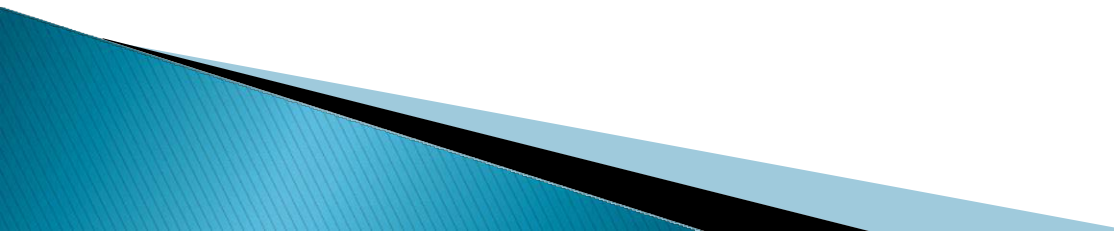
Procedures for Handling a Case Before the AIB, cont.

- The faculty member bringing the charge (and the student) will have a minimum of five days to prepare their case.
 - The faculty member should ensure that any witnesses to the infraction are available to testify and should apprise them of the meeting time and place.
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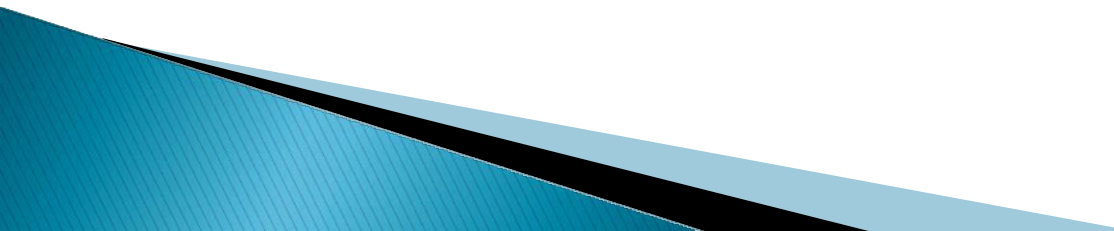
Presentation of an AIB Case

- ▶ The faculty member presents his/her case first.
 - Do not discuss any prior disciplinary record during the hearing on guilt or innocence. That information is only relevant during the hearing on penalty.
 - Be certain to have at least three copies of all supporting documents (one for you, one for the board and one for the accused student).
 - Highlight relevant material on all copies (leave the original unmarked).
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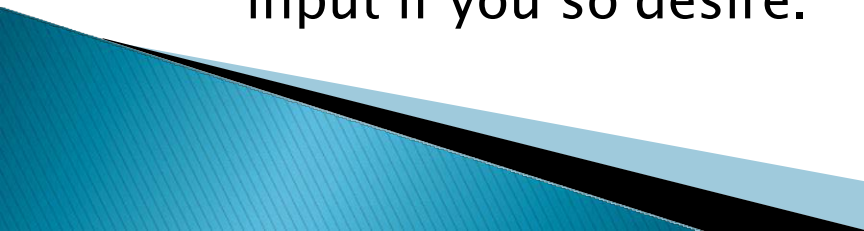
Presentation of an AIB Case, cont.

- Bring three copies of the course syllabus if it contains relevant academic integrity information.
 - Provide evidence of the student's grading history if it is relevant to the case.
 - For plagiarism cases, provide copies of original source material.
- ▶ Panel members may ask questions of the faculty member and/or the faculty member's witnesses.
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Presentation of an AIB Case, cont.

- ▶ The student presents his/her case, including opportunity to question the faculty member and/or faculty member's witnesses.
 - ▶ Panel members may ask questions of the student and/or the student's witnesses.
 - ▶ After the student's presentation, the faculty member is given opportunity to question the student and/or the student's witnesses.
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Panel Convenes In Private to Deliberate on Guilt or Innocence, cont.

- ▶ If the student is found **Not Guilty**, the hearing is adjourned and the results are reported to the Dean of Students and the Chairperson of the AIB.
 - ▶ If the student is found **Guilty**, the panel proceeds immediately to the hearing to establish the penalty.
 - Section IV of the Academic Integrity Code deals with a range of penalties and procedures the panel must follow in assessing the penalty.
 - Note that procedures call for input from the faculty member regarding the appropriate penalty. Be prepared to offer input if you so desire.
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Tips For Preventing Violations

- ▶ Section VI of the Code has advice to faculty members for preventing violations.
 - Use common sense measures such as using multiple forms for large sections, proctoring tests, pre-arranging seating plans, and requiring photo I.D.
 - Assign specific topics for student term papers to prevent plagiarism.
 - Turnitin.com (students must consent)
 - Group projects

Questions?