

College of Education, University of Washington
Academic Integrity Policy

Adopted by the College of Education Faculty Council on November 9, 2018

The College of Education, the University of Washington, the State of Washington and the field of education hold very rigorous expectations regarding academic integrity – including, but not limited to, cheating and plagiarism. This Academic Integrity Policy describes specific expectations and procedures for College of Education students, and is consistent with the [Student Conduct Code](#) for the University of Washington (Chapter 478-121 of the Washington Administrative Code).

**Understanding Academic Misconduct:
What Instructors and Students Need to Know**

Plagiarism

The Student Conduct Code of the University of Washington ([WAC 478-121-107](#)) defines plagiarism as

“ . . . the submission or presentation of someone else's words, composition, research, or expressed ideas, whether published or unpublished, without attribution. Plagiarism includes, but is not limited to: (a) The use, by paraphrase or direct quotation, of the published or unpublished work of another person without full and clear acknowledgment; and (b) The unacknowledged use of materials prepared by another person or acquired from an entity engaging in the selling of term papers or other academic materials.”

The following are specific examples of plagiarism relevant to the work and activities of College of Education students:

- Using another writer's words without proper citation;
- Using another writer's ideas without proper citation;
- Citing your source but reproducing the exact words of a printed source without quotation marks;
- Borrowing the structure of another author's phrases or sentences without crediting the author from whom it came;
- Borrowing all or part of another student's paper or using someone else's outline to write your own paper;
- Using a paper writing "service" or having a friend write the paper for you; or
- In a practicum or service learning experience, using experiences or anecdotes you heard from another student, but presenting them as your own.

Cheating

The Student Conduct Code of the University of Washington ([WAC 478-121-107](#)) characterizes cheating as including, but not limited to, any of the following activities:

- The use of unauthorized assistance in taking quizzes, tests, or examinations, or completing assignments;
- The acquisition, use, or distribution of unpublished materials created by another student without the express permission of the original author(s);
- Using online sources, such as solution manuals, without the permission of the instructor to complete assignments, exams, tests, or quizzes; or
- Requesting, hiring, or otherwise encouraging someone to take a course, exam, test, or complete assignments for a student.

The following are additional specific examples of cheating relevant to the work and activities of College of Education students:

- Unauthorized Multiple Submissions - the practice of submitting a single assignment for credit in two

different classes (in the same quarter or in different quarters). You must confirm with *both* instructors and/or your faculty advisor before engaging in this practice.

- Exams – copying another student’s exam, using notes without permission, getting an unauthorized advanced copy of the exam or hiring a surrogate test-taker.

Other Academic Misconduct

Other forms of academic misconduct specifically identified in the Student Conduct Code of the University of Washington ([WAC 478-121-107](#)) include (but are not limited to) the following:

- "Falsification," which is the intentional use or submission of falsified data, records, or other information including, but not limited to, records of internship or practicum experiences or attendance at any required event(s), or scholarly research.
- Unauthorized collaboration (for example, two or more individuals working together on individual assignments such as homework and writing assignments including copying answers, sharing an outline or online exams unless explicitly directed by or arranged with the instructor.)
- Engaging in behavior specifically prohibited by an instructor in the course of class instruction or in a course syllabus.
- Taking deliberate action to destroy or damage another's academic work in order to gain an advantage for oneself or another.
- The recording of instructional content without the express permission of the instructor(s), unless approved as a disability accommodation, and/or the dissemination or use of such unauthorized records.

Procedures for Suspected or Proven Policy Violations: What Instructors Can Do & What Students Can Expect

As an Instructor:

1. **Be clear about expectations.** Academic misconduct is best prevented proactively by presenting clear guidelines in your syllabus. We strongly recommend that you use the attached *Academic Integrity Statement for Syllabi* as a place to begin, but also remind students before their first assignment about your expectations regarding citations and working together. Also important is to inform students about the consequences of academic misconduct should it occur.
2. **If you suspect academic misconduct.** A first step is to communicate with the student in person (preferred) or by email to explain your concern. When communicating with the student, present the information that made you suspect academic misconduct; also ask her/him for an explanation of what transpired. Explain to the student that she/he has the right to speak directly with a Dean’s Representative if she/he does not want to interact with you about the matter. Feel free to contact a Dean’s Representative to seek advice if needed prior to the conversation with the student.
3. **Refer the matter to a Dean’s Representative.** If you continue to suspect academic misconduct even after hearing the student’s explanation, refer the matter to a Dean’s Representative (the Associate Dean of Academic Affairs or the Assistant Dean for Academic & Student Affairs) within ten (10) days using the online [Report of Alleged Academic Misconduct](#). You must notify the student in writing that the matter has been referred to the Dean's Representative for further action, and that the Dean’s Representative will contact the student to schedule an informal hearing. In addition, upload or forward all information that made you suspect academic misconduct, as well as all email exchanges with the student, to the Dean’s Representative.
4. **Delay assigning a grade.** For the assignment or exam in question (and/or the course, if near the end of the quarter) do not assign a grade until notified by the Dean’s Representative that the academic misconduct process is completed. If the student is found responsible for academic misconduct you may take that into account as you grade the assignment (possibly resulting in a grade of zero for the assignment or exam). If the student is found not responsible for academic misconduct, you must grade the assignment or exam as it would have been graded had there not been a suspicion of academic misconduct.

As a Student:

1. **If you are suspected of academic misconduct**, you may be contacted by your instructor, TA, and/or a Dean's Representative to discuss the matter. If you would prefer not to discuss it with your instructor, you may request to proceed directly to an Investigative Interview with a Dean's Representative. Similarly, your instructor may choose to immediately refer the matter to a Dean's Representative rather than meeting with you first.
2. **If your instructor refers the matter to a Dean's Representative**, you will be contacted to schedule an Investigative Interview, at which time you will be asked to share your view of what happened.
3. **You will have the right to request the disqualification of the Dean's Representative.** Students have the right to request disqualification as the Dean's Representative (Conduct Officer) for bias, prejudice, interest, or any other applicable cause. Students must submit this request and accompanying reasons in writing to the Dean's Representative, who will determine whether to grant the request. Please note that the denial of this request may be considered as a ground for Administrative Review.
4. **You will have the right to request a review of any sanctions imposed.** Students may request a review of the findings of the Dean's Representative (Conduct Officer) or of an Hearing Officer within 21 business days of the date of the notification of the outcome (also known as an Initial Order) by requesting an Administrative Review. Students should refer to information about the Student Conduct Process in the Office of Community Standards and Student Conduct for more information about requesting an Administrative Review.
5. **You will not receive a grade on the assignment or exam in question or for the course until the academic misconduct process is complete.** If you are found *responsible* for academic misconduct, the grading of the assignment or exam involving academic misconduct will be determined by the course instructor and may include a zero on the assignment or exam, which may result in a failing final course grade.
6. **If you are found *not responsible* for academic misconduct**, you will receive the grade you would have received had the suspected misconduct not been reported.

The Role of the Dean's Representative:

1. **Notify the student of the Investigative Interview.** After reviewing the information furnished by the instructor, the Dean's Representative will contact the student via email and notify her/him to schedule an Investigative Interview. The Dean's Representative will also provide information to the student about the Student Conduct Code for the UW and the process for requesting a review. Students who fail to schedule an Investigative Interview by the deadline specified in the email (no more than five business days after the date of the email notification) or who fail to attend a scheduled Investigative Interview will retain the right to request an Administrative Review.
2. **Conduct additional Fact-Finding as needed.** As necessary, the Dean's Representative will conduct additional fact-finding before or after the Investigative Interview. This may include, but is not limited to, conducting additional interviews, requesting additional evidence, or requesting written statements from parties involved.
3. **Hold the Investigative Interview.** The Dean's Representative will conduct an interview with the student that includes (but is not limited to) the following procedural steps:
 - Reviewing a description and supporting information of the matter from the instructor;
 - Asking the student to share her/his perspective on the matter, and/or to present additional information.
4. **Consult with the Office of Community Standards and Student Conduct.** The Dean's Representative will consult with the Office of Community Standards and Student Conduct to determine whether or not the student has been found responsible for misconduct previously. Previous findings of responsibility may not be used to determine responsibility for the suspected academic misconduct, but may be used to determine sanctions should a finding of responsibility occur.
4. **Recommend an outcome.** Based on the information presented in the Investigative Interview, the Dean's Representative must notify the student of findings and sanctions within ten (10) business days,

taking one of the following actions. The notice to the student must include information about her/his right to request an Administrative Review.

- Determine that the student is *not responsible* for academic misconduct. In this case all records of the matter will be expunged.
- Determine that the student is *responsible* for academic and assign one or more sanctions. Possible disciplinary sanctions are specified in the UW Student Conduct Code and may include disciplinary reprimands, disciplinary probation, or other non-separable sanctions as described in [WAC 478-121-210](#).
- In the event that the Dean's Representative believes the misconduct may result in suspension or dismissal from the University, then the Dean's Representative will recommend a Full Hearing with a University hearing officer.

5. **Inform others of the outcome.** In addition to the student, the Dean's Representative must also notify the instructor of the outcome of the investigative interview (whether the student was responsible or not responsible for academic misconduct). In the event that the student is found responsible for academic misconduct, the Dean's Representative must also notify the Director of the Office of Community Standards and Student Conduct.

Confidentiality & Recordkeeping

1. If a student is found *not responsible* for academic misconduct, all records of the matter will be expunged.
2. If a student is found *responsible* for academic misconduct, the Dean's Representative will maintain a record of the matter, including all information provided by the instructor, all correspondence with the instructor, and all correspondence with the student. Such records will be maintained for seven years in accordance with UW records retention policies.

More Information & Resources on Academic Integrity

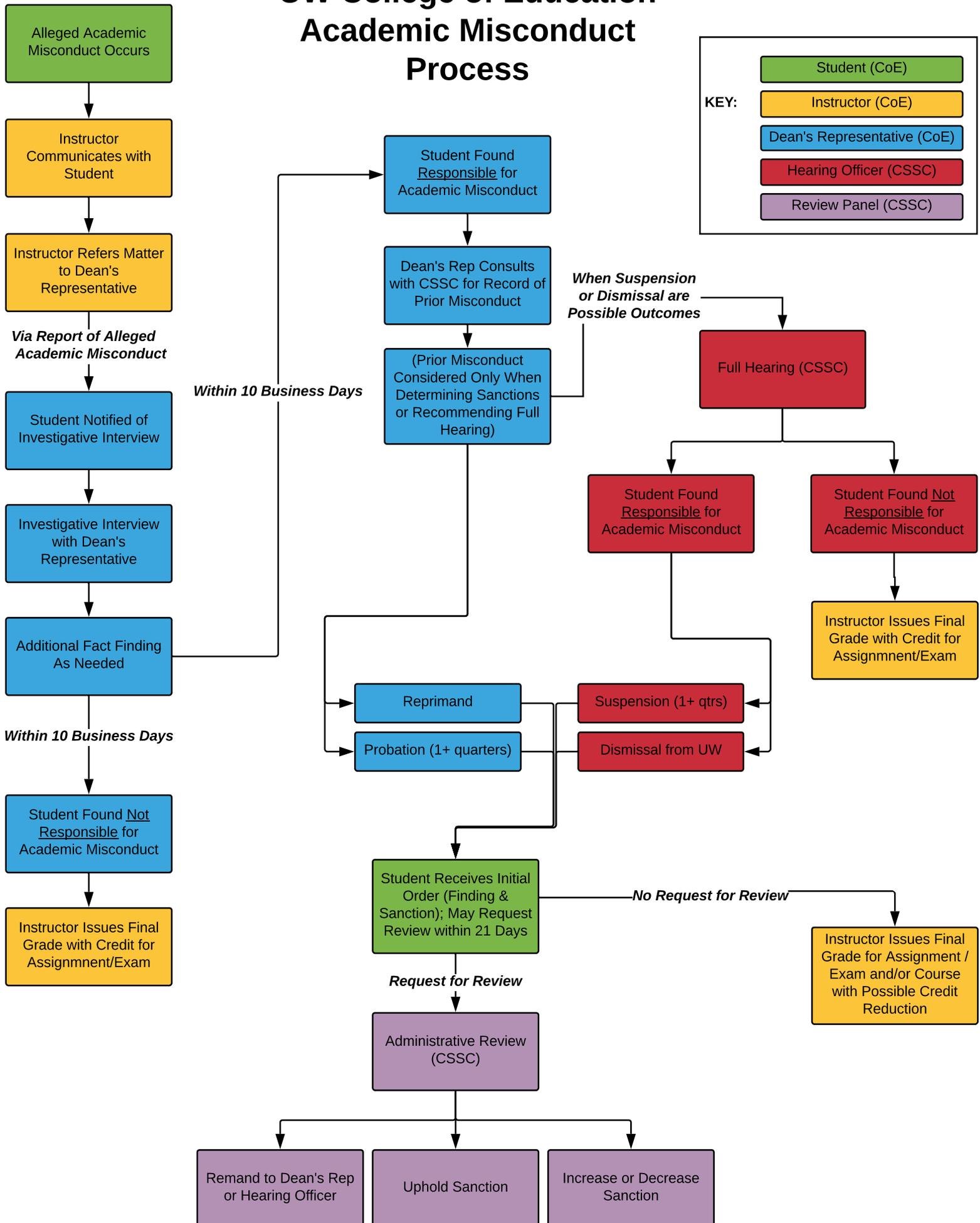
Student Resources:

- University of Washington **Student Conduct Code** (Washington Administrative Code 478-121): <http://apps.leg.wa.gov/WAC/default.aspx?cite=478-121>
- University of Washington TRIO Programs (**Avoiding Plagiarism**): <http://depts.washington.edu/trio/trioquest/resources/writing/avoid.php>
- UW Bothell & Cascadia College (**Academic Integrity and Plagiarism Prevention Resources**): <http://guides.lib.uw.edu/c.php?g=345664&p=2329452>
- UW Libraries (**Citation Styles & Tools**): <http://guides.lib.uw.edu/research/citations>

Faculty Resources:

- University of Washington **Student Conduct Code** (Washington Administrative Code 478-121): <http://apps.leg.wa.gov/WAC/default.aspx?cite=478-121>
- Office of Community Standards and Student Conduct (**Academic Misconduct**): <https://www.washington.edu/cssc/facultystaff/academic-misconduct/>
- Office of Community Standards and Student Conduct (**Academic Misconduct & Grading**): <http://www.washington.edu/cssc/facultystaff/grading-and-academic-misconduct/>
- Office of Community Standards and Student Conduct (**Tips for Preventing Cheating**): <http://www.washington.edu/cssc/facultystaff/tips-for-preventing-cheating/>

UW College of Education Academic Misconduct Process



**University of Washington
College of Education
Report of Alleged Academic Misconduct
([This form is also available online.](#))**

Note: This is an educational record and the student has the right to view it.

-- CONFIDENTIAL --

Date of alleged academic misconduct: _____

Date of written notification to student of alleged academic misconduct: _____

Date of Meeting with Student (if meeting held): _____

Student's Name: _____ Student ID #: _____

Student's Academic Program: _____

Course: _____ Quarter & Year: _____

Type of assignment or exam: _____

Instructor's Name: _____

Instructor's Phone #: _____ Instructor's UW Email: _____

CHECK LIST OF INCLUSIONS/ATTACHMENTS:

- Brief statement of alleged academic misconduct (attach additional pages as needed).

- Copies of any emails exchanged with student regarding the allegation.
- Original assignment or exam.
- Copy of syllabus.
- IMPORTANT:** I have explained the academic misconduct allegation described above and have notified the student that I am referring the case to a Dean's Representative for an Informal Hearing.

Upon completion forward this form and all attachments to a Dean's Representative:

- Assistant Dean for Academic & Student Affairs, or
- Associate Dean for Academic Affairs

Questions? Contact the Office of Student Services, edinfo@uw.edu or 206-543-1747.

Syllabus Statement for Academic Integrity

Academic Integrity

Context (for instructors)

In 2018 the Faculty Council adopted a revised [Academic Integrity Policy](#) for the College of Education. This policy provides guidance about what is expected in terms of academic integrity as well as a set of procedures -- consistent with UW's [Student Code of Conduct](#) -- for instructors to use when they suspect academic misconduct has occurred. The Office of Student Services will continue to gather and present resources about academic integrity for both students and instructors.

Syllabus Statement(s) (for students)

Academic Integrity Policy: The College of Education holds very high standards regarding academic integrity. Work submitted in this course must be the product of your own original effort. When you incorporate the works, words, or ideas of another, you must provide proper citations. If you are concerned about plagiarism, have questions about legitimate forms of collaboration, or are unclear about appropriate methods of citation, consult a style manual or the instructor. Along with plagiarism and unauthorized collaboration, other forms of academic misconduct include (but are not limited to) falsifying attendance records and submitting the work of others as if it were your own. Violations of the Academic Integrity Policy will result in sanctions that can range from disciplinary warning, to probation or suspension, to – in the event of severe or repeated violations – dismissal from the University. For more information please refer to the College of Education's Academic Integrity Policy and related procedures: <http://education.uw.edu/my-coe/current-students/academic-policies>.

Notice – VeriCite*: The University has a license agreement with VeriCite, an educational tool that helps prevent or identify plagiarism from Internet resources. Your instructor may use the service in this class by requiring that assignments are submitted electronically to be checked by VeriCite. The VeriCite Report will indicate the amount of original text in your work and whether all material that you quoted, paraphrased, summarized, or used from another source is appropriately referenced.

** This statement is necessary if you utilize, or might utilize, the VeriCite tool via Canvas. For more information about Canvas or VeriCite contact the [CoE Technology Center](#).*