

GRADUATE COUNCIL

REPORT TO THE RIVERSIDE DIVISION
Updated September 1, 2022

To be adopted:

Proposed changes to 6.3 **TYPES OF ACADEMIC MISCONDUCT**, and 6.5 **GRADUATE STUDENTS**

Appendix of the Riverside Division, Section 06. Academic Integrity for Students at the University of California, Riverside (Approved by Educational Policy on April 2, 2012 after consultation with the Graduate Council)

<u>PRESENT:</u>	<u>PROPOSED:</u>
<p>06.03 Types of Academic Misconduct</p> <p>06.03.01</p> <p>The following provides definitions of academic misconduct to assist students in developing an understanding of the University's expectations, recognizing that no set of written guidelines can anticipate all types and degrees of violations of academic integrity. To the extent that these definitions are not exhaustive, duly appointed representatives of the University will judge each case according to its merits.</p> <p>Academic misconduct is any act that does or could improperly distort student grades or other student academic records.</p> <p>Cheating. Fraud, deceit, or dishonesty in an academic assignment, or using or attempting to use materials, or assisting others in using materials that are prohibited or inappropriate in the context of the academic assignment in question.</p> <p>Fabrication. Making up data or results and recording or reporting them, including laboratory or field research results. In the context of student academic integrity, this also includes falsifying academic or university documents and providing false information or testimony in connection with any investigation or hearing under this policy.</p> <p>Plagiarism. The appropriation of another person's ideas, processes, results, or words without giving</p>	<p>06.03 Types of Academic Misconduct</p> <p>06.03.01</p> <p>The following provides definitions of academic misconduct to assist students in developing an understanding of the University's expectations, recognizing that no set of written guidelines can anticipate all types and degrees of violations of academic integrity. To the extent that these definitions are not exhaustive, duly appointed representatives of the University will judge each case according to its merits. <u>If a referral requires further expertise, additional appropriate representatives may be designated to review.</u></p> <p><u>Types of academic misconduct include, but are not limited to:</u></p> <ul style="list-style-type: none">• Cheating - Fraud, deceit, or dishonesty in an academic assignment, or using or attempting to use materials, or assisting others in using materials that are prohibited or inappropriate in the context of the academic assignment <u>or capstone</u> in question.• Fabrication - In the context of student <u>academic misconduct, fabrication includes making up data or results and recording or reporting them, such as laboratory or field research results completed in courses or academic projects.</u>

appropriate credit. This includes the copying of language, structure, or ideas of another and attributing (explicitly or implicitly) the work to one's own efforts. Plagiarism means using another's work without giving credit.

Facilitating academic dishonesty. Assisting another in violating the policy of Academic Integrity, such as taking an exam for another student or providing coursework for another student to turn in as his or her own effort.

Unauthorized collaboration. Working with others without the specific permission of the instructor on assignments that will be submitted for a grade. This applies to in-class or take-home tests, papers, labs, or homework assignments. Students may not collaborate without faculty authorization.

Interference or sabotage. Damaging, removing, or otherwise harming another student's work or University materials and systems to affect the academic performance of others.

Failure to comply with research regulations such as those applying to human subjects, laboratory animals, and standards of safety.

Retaliation of any kind against a person who reported or provided information about suspected or alleged misconduct and who has not acted in bad faith. (Am 29 May 12)

- **Falsification** – In the context of student academic misconduct falsification is manipulating data or results within an academic assignment so the student's work is not accurately represented. This also includes falsifying academic or university documents and providing false information or testimony in connection with any investigation or hearing under this policy.
- **Plagiarism** – In the context of student academic misconduct, plagiarism is the appropriation of another person's ideas, processes, results, or words without giving appropriate credit. This includes the copying of language, structure, or ideas of another and attributing (explicitly or implicitly) the work to one's own efforts. Plagiarism means using another's work, including your own previous work, without giving credit.
- **Facilitating Academic Misconduct** - Assisting others in any form of academic misconduct, such as taking an exam or providing coursework for other student(s) to submit as their own effort.
- **Unauthorized Collaboration** - Working with others without the specific permission of the instructor on assignments that will be submitted for a grade. This includes, but is not limited to, in-class or take-home tests, papers, labs, or homework assignments. Students may not collaborate without Faculty authorization.
- **Interference or Sabotage** - Damaging, removing, or otherwise harming another student's work. This includes interfering with university materials or systems that affect the academic performance of others.
- **Research Non-Compliance** - Failure to comply with research regulations such as those applying to human subjects, laboratory animals, intellectual property, licensing, and standards of safety, or any significant

	<p><u>departure from accepted practices of the relevant research community.</u></p> <ul style="list-style-type: none"> • Retaliation - <u>Any type of retaliation</u> against a person who reported or provided information about suspected or alleged misconduct and who has not acted in bad faith.
<p>06.05 GRADUATE STUDENTS</p>	<p>06.05 GRADUATE STUDENTS</p>
<p>06.05.01 Requirements and Expectations in Research</p> <p>To foster intellectual honesty with regard to graduate student research, all academic units at UCR are encouraged to develop statements that fit the distinctive research climate and needs of their individual disciplines. These guidelines may cover responsibilities of research supervisors, assignment of authorship or credit for publications, training of research apprentices, requirements for record keeping of experimental procedures and data storage.</p> <p>It is the responsibility of each individual engaged in research at UCR to be informed of University policies relating to research and of the policies and procedures of the agencies funding research. Relevant policies are posted on the UCR Office of Research website.</p>	<p>06.05.01 Requirements and Expectations in Research <u>Conduct</u></p> <p>To foster intellectual honesty with regard to graduate student research, all academic units at UCR are encouraged to develop statements that fit the distinctive research climate and needs of their individual disciplines. These guidelines may cover responsibilities of research supervisors, assignment of authorship or credit for publications, training of research apprentices, requirements for record keeping of experimental procedures and data storage.</p> <p>It is the responsibility of <u>everyone</u> engaged in research at UCR to be informed of university policies relating to research and of the policies and procedures of the agencies funding research.</p>
<p>06.05.02 Allegations of Misconduct in Research</p> <p>All allegations of research misconduct by graduate students should be immediately reported to the Associate Dean for Graduate Academic Affairs in the Graduate Division. The Associate Dean will then inform the Vice Chancellor for Research who serves as the UCR Research Integrity Officer and who, in furtherance of the University's obligations and responsibilities, has been delegated the administrative authority by the Chancellor with respect to the oversight, implementation, maintenance and updating of the Policy and</p>	<p>06.05.02 Allegations of <u>Research Misconduct</u></p> <p><u>Research Misconduct means fabrication, falsification, or plagiarism in proposing, performing, or reviewing research, or in reporting research results.</u></p> <p><u>All allegations of Research Misconduct by graduate students should be referred to the Office of Research Integrity. Relevant policies are posted on the UCR Office of Research Integrity website - https://research.ucr.edu/ori/rm</u></p>

<p>Procedures for Responding to Allegations of Research Misconduct at the University Of California, Riverside. All complainants should consult the Policy and Procedures for Responding to Allegations of Research Misconduct at the University Of California, Riverside prior to bringing an allegation of research misconduct to the Associate Dean.</p> <p>The Vice Chancellor for Research or his/her designee will review the description of the research misconduct and all documentation supporting the charge. He/she will determine, together with the Associate Dean for Graduate Academic Affairs, if misconduct may have occurred, and if so, may undertake a preliminary inquiry or formal investigation, following the guidelines outlined in the UCR Policy on Integrity in Research, posted on the UCR Office of Research website. In the event that the preliminary inquiry or formal investigation finds probable cause with respect to research misconduct to warrant disciplinary proceedings, charges of misconduct will be processed in accordance with procedures for adjudicating alleged academic misconduct in courses, as outlined below, beginning with Review Stage 1.</p>	
<p>06.05.03 Requirements and Expectations in Courses</p> <p>Instructional personnel responsible for courses (herein referred to as Faculty) are encouraged to include statements addressing academic integrity as part of the syllabus for every course and to educate students about expectations and standards of the course in order that students may not, through ignorance, subject themselves to the charge of academic misconduct. Faculty are further encouraged to inform students of campus resources available for dealing with academic difficulty.</p>	<p>06.05.03 Requirements and Expectations in Courses, <u>Capstones, and Research Compliance</u></p> <p>Instructional <u>or university</u> personnel responsible for courses, <u>capstones, or research compliance</u> (herein referred to as Faculty) are encouraged to include statements addressing academic integrity as part of the syllabus for every course and to educate students about expectations and standards of the course in order that students may not, through ignorance, subject themselves to the charge of academic misconduct. <u>Expectations and information about academic misconduct should also be communicated to students engaging in capstone preparation or research activities.</u> Faculty are further encouraged to inform students of campus</p>

resources available for dealing with academic difficulty.

06.05.04 Allegations of Misconduct in Courses

Below are the steps for the investigation and review process.

Actions	Responsible Body
Initiation of Cases Communication with the student regarding suspected misconduct and documentation of actions via the Graduate Academic Misconduct Referral	Faculty Member
Review Stage 1 Initial (Administrative) Review	Associate Dean for Graduate Academic Affairs
Review Stage 2 Hearings for cases that are complex, egregious, and/or repeated cases of misconduct Appeals of decisions made at Review Stage 1	Graduate Academic Integrity Committee (GAIC)
Review Stage 3 Annual assessments of cases addressed at Review Stages 1 & 2 Appeals of primary decisions made at Review Stage 2	Graduate Council

06.05.04 Allegations of Misconduct in Courses, Exams, and Research Non-Compliance

Below is an overview of the stages in the investigation and review process.

Initiation of Cases (Faculty Member)
Communication with the student regarding suspected misconduct and documentation of actions via the Graduate Academic Integrity Violation Referral

Review Stage 1 (Associate Dean for Graduate Academic Affairs)

- Initial Administrative Review

Review Stage 2 (Graduate Academic Integrity Committee-GAIC)

- Hearings for cases that are complex, egregious, and/or repeated cases of academic misconduct
- Appeals of decisions made at Review Stage 1

Review Stage 3 (Graduate Council)

- Appeals of primary decisions made at Review Stage 2

06.05.04.01 Initiation of Cases

If a Faculty member suspects that an act of academic misconduct has occurred ~~in a course, he or she~~ must promptly communicate with the student regarding the ~~alleged misconduct~~ and the information upon which the ~~allegation~~ is based; the notification process must occur within 30 calendar days from the discovery of the alleged act. The Faculty member may make a request for an extension of time through the Associate Dean for Graduate Academic Affairs. If the discovery is made by a student, teaching assistant, reader, grader or tutor ~~he or she~~ should immediately communicate ~~to~~ the Faculty member in charge of

06.05.04.01 Initiation of Cases

If a Faculty member suspects that an act of academic misconduct has occurred, the Faculty member must promptly communicate with the student regarding the allegation and the information upon which it is based; the notification process must occur within 28 calendar days from the discovery of the alleged act. The Faculty member may make a request for an extension of time through the Associate Dean for Graduate Academic Affairs. If the discovery is made by a student, teaching assistant, reader, grader or tutor that individual should immediately communicate with the Faculty

the course, so that the Faculty member in charge can proceed with the investigation.

~~Whenever possible, communication with the student should take place through an in-person consultation and should be conducted in a manner that respects the student's privacy and maintains an environment that supports teaching and learning. When multiple students are involved, Faculty are encouraged to communicate with each student separately. The Faculty member or the student may request the presence at the consultation meeting of the Ombudsperson.~~

~~When an in-person meeting is not possible, the Faculty member may communicate with the student in writing. Written communication should be sent to the student's University e-mail address.~~

~~The student must be given the opportunity to respond to the allegation of misconduct. When communication is made in writing, students will be given 10 calendar days to respond.~~

~~After conferring with the student and/or considering the student's written response, the Faculty member may determine that there has been no misconduct, in which case the Faculty member may dismiss the allegation and take no further action.~~

~~If the Faculty member determines that it is more likely than not that the student committed an act of academic misconduct, regardless of the student's intent to engage in misconduct, the case moves to Stage 1 in the review process.~~

Faculty members who will not be available to participate fully in resolving allegations (e.g., Individuals holding part-time or temporary appointments, those on sabbatical or other leave, or those leaving University employment) must provide a copy of all documentation to the immediate supervising administrator: department chair, program director, center director, or dean of school, who will serve as a

member in charge of the course, so that the Faculty member in charge can proceed with the investigation.

Communication with the student can either be in writing or in the form of an in-person consultation. Written communication should be sent to the student's University e-mail address. Consultations should be conducted in a manner that respects the student's privacy. When multiple students are involved, the Faculty member should communicate with each student separately. At the consultation, the Faculty member or the student may request the presence of the University Ombuds.

The student must be given the opportunity to respond to the allegation of academic misconduct. Students will be given 14 calendar days to respond after the initial communication of the allegation.

After conferring with the student and/or considering the student's response, the Faculty member may determine that there has been no academic misconduct, in which case the Faculty member may dismiss the allegation and take no further action.

If the Faculty member determines that it is more likely than not that the student committed an act of academic misconduct, regardless of the student's intent to engage in misconduct or admission of responsibility, the case will be forwarded to the Associate Dean of Graduate Academic Affairs to begin initial administrative review. The Graduate Academic Integrity Violation Referral must be submitted and accompanied by all original documentation supporting the charge (including a copy of the course syllabus and other written communication that addresses academic integrity standards and expectations for the course, exam, or research compliance).

Faculty members who will not be available to participate fully in resolving allegations (e.g., Individuals holding part-time or temporary

<p>proxy for the Faculty member to conclude the case.</p> <p>If grades are awarded while the case is in progress, the Faculty member should assign a temporary grade placeholder of Grade Delay "GD" pending the outcome of the review process.</p>	<p>appointments, those on sabbatical or other leave, or those leaving University employment) must provide a copy of all documentation to the immediate supervising administrator: department chair, program director, center director, or dean of school, who will serve as a proxy for the Faculty member to conclude the case.</p> <p><u>In the instance of research non-compliance, a university official responsible for research compliance may take on the role of a Faculty member and follow the same procedures.</u></p>
<p>06.05.04.01 Student Admits Responsibility</p> <p>If the student admits responsibility for the alleged misconduct, the Faculty member may immediately impose an appropriate academic sanction. The faculty member must document the case and the sanction on the Graduate Academic Misconduct Referral form and send the form to the Associate Dean for Graduate Academic Affairs. Faculty members are advised to consult with the Graduate Advisor for the student's program and with the Associate Dean for Graduate Academic Affairs prior to imposing the academic sanction.</p>	<p><u>06.05.04.01.01</u> Student Admits Responsibility</p> <p>If the student admits responsibility for the alleged <u>academic</u> misconduct, the Faculty member may immediately impose an appropriate academic sanction. <u>Academic sanctions are appropriate outcomes of assignment grades, course grades, or exam results.</u></p> <p><u>For alleged research non-compliance, the Faculty member or university official may immediately impose an appropriate sanction. Sanctions for research non-compliance may include temporary suspension from the lab, halting of all research activity, publication delay or retraction, additional training, or NC grade in research units.</u></p> <p>The Faculty member or university official must document the case and the sanction on the Graduate Academic <u>Integrity Violation Referral</u> and send the form to the Associate Dean for Graduate Academic Affairs.</p> <p><u>The Associate Dean for Graduate Academic Affairs will determine an appropriate educational/disciplinary sanction for the student to complete in addition to what has already been imposed within 14 calendar days of receiving the referral. The goal of the sanction is to improve the student's knowledge regarding Academic Integrity for graduate students.</u></p>

<p>06.05.04.01.02 Student Does Not Admit Responsibility</p> <p>If the student does not admit responsibility but the Faculty member makes a determination of misconduct, the Faculty member will refer the case to the Associate Dean for Graduate Academic Affairs using the Graduate Academic Misconduct Referral Form. The referral form must include the student's name and student identification number, the name of the class in which the act took place, the date or time period in which the act occurred, a description of the academic misconduct, a summary of actions taken, all original documentation supporting the charge (including a copy of the course syllabus and other written communication that addresses academic integrity standards and expectations for the course) and the academic actions and disciplinary sanctions recommended by the Faculty member. Faculty members are advised to consult with the Graduate Advisor for the student's program and with the Associate Dean for Graduate Academic Affairs prior to recommending sanctions.</p> <p>The Faculty member also will evaluate the disputed assignment or examination on its merits and note the grade to be assigned in the event that the student is not found responsible for violation of the University of California Policy on Student Conduct and Discipline or where insufficient evidence exists to hold the student responsible.</p> <p>Upon receipt of the Academic Misconduct Referral Form, the Associate Dean for Graduate Academic Affairs will notify the student of the University of California Policy on Student Conduct and Discipline that was allegedly violated, the factual basis for the charges, and the plan to conduct an Initial {Administrative} Review of the case. The student will be advised that the Initial {Administrative} Review is intended as a thorough exposition of all related facts and written materials associated with the alleged misconduct, and that it is not intended as an</p>	<p>06.05.04.01.02 Student Does Not Admit Responsibility</p> <p><u>If the student does not admit responsibility, the Faculty member must note on the referral form the appropriate academic sanction if the student is found responsible. Academic sanctions are appropriate outcomes of assignment grades, course grades, or exam results.</u></p> <p>The Faculty member will evaluate the disputed assignment or examination on its merits and note the grade to be assigned if the student is not found responsible.</p> <p><u>If grades are due while the case is in progress, the Faculty member should assign a temporary grade placeholder of Grade Delay "GD" pending the outcome of the review process.</u></p> <p><u>For alleged research non-compliance, the Faculty member or university official must note the appropriate sanction on the referral form. Sanctions for research non-compliance may include temporary suspension from the lab, halting of all research activity, publication delay or retraction, additional training, or NC grade in research units.</u></p> <p>Upon receipt of the Graduate Academic <u>Integrity Violation Referral</u>, the Associate Dean for Graduate Academic Affairs will notify the student of the University of California Policy on Student Conduct and Discipline that was allegedly violated, the factual basis for the charges, and the plan to conduct an Initial Administrative Review of the case. The student will be advised that the Initial Administrative Review is intended as a thorough exposition of all related facts and written materials associated with the alleged <u>academic misconduct</u>, and that it is not intended as an adversarial criminal or civil legal proceeding. The student will also be informed of <u>the student's</u> right to be assisted by an advisor of <u>the student's</u> choice. Such written notification will occur within <u>14</u> calendar days of the receipt</p>
---	---

<p>adversarial criminal or civil legal proceeding. The student will also be informed of his or her right to be assisted by an advisor of his or her choice. Such written notification will occur within 20 calendar days of the receipt of the referral by the Associate Dean and will be sent to the student's University e-mail address.</p> <p>A student may not avoid the imposition of a sanction by withdrawing from a course. A student officially notified of alleged academic misconduct may not withdraw from the course until the determination of responsibility is made and any sanctions are imposed. A sanction for a violation of academic integrity that affects the course grade will be applied. If the student is found not responsible for academic misconduct, the student will be permitted to withdraw from the course in accordance with campus regulations.</p>	<p>of the referral by the Associate Dean and will be sent to the student's University e-mail address.</p>
<p>A student may not avoid the imposition of a sanction by withdrawing from a course. A student officially notified of alleged academic misconduct may not withdraw from the course until the determination of responsibility is made and any sanctions are imposed. A sanction for a violation of academic integrity that affects the course grade will be applied. If the student is found not responsible for academic misconduct, the student will be permitted to withdraw from the course in accordance with campus regulations.</p>	<p><u>06.05.04.01.03 Course Withdrawal</u></p> <p>A student officially notified of alleged academic misconduct may not withdraw from the course until the determination of responsibility is made and any sanctions are imposed. <u>If found responsible</u>, a sanction for a violation of academic integrity that affects the course grade will be applied. If the student is found not responsible for academic misconduct, the student will be permitted to withdraw from the course in accordance with campus regulations.</p>
<p>06.05.04.02 Review Stage 1: Initial {Administrative} Review</p> <p>The Initial {Administrative} Review, conducted by the Associate Dean for Graduate Academic Affairs, involves meetings with the student, the Faculty member, and others who may have relevant information. The student will have the opportunity to discuss any extenuating circumstances, causes, and motivations that may have contributed to the alleged misconduct. If the Associate Dean deems it necessary, a joint</p>	<p>06.05.04.02 Review Stage 1: Initial Administrative Review</p> <p>The Initial Administrative Review, conducted by the Associate Dean for Graduate Academic Affairs, involves meetings with the student, the Faculty member, <u>university officials</u>, and others who may have relevant information. The student will have the opportunity to discuss any extenuating circumstances, causes, and motivations that may have contributed to the alleged academic misconduct. If the Associate</p>

<p>meeting will be scheduled at a time when both the Faculty member and the student can attend. If the Faculty member is unavailable for a timely Initial {Administrative} Review, the immediate supervising administrator will be asked to serve in place of the Faculty member.</p>	<p>Dean deems it necessary, a joint meeting will be scheduled at a time when the Faculty member <u>or university official</u>, and the student can attend. If the Faculty member <u>or university official</u> is unavailable for a timely Initial Administrative Review, the immediate supervising administrator will be asked to serve in place of the Faculty member <u>or university official</u>.</p>
<p>06.05.04.02.01 Outcome of the Initial {Administrative} Review</p> <p>If the Associate Dean for Graduate Academic Affairs determines that it is more likely than not that the student is responsible for academic misconduct, the academic actions recommended by the Faculty member, as well as any disciplinary sanctions imposed by the University, will be assigned.</p> <p>The determination shall be forwarded by the Associate Dean for Graduate Academic Affairs in writing to the student within 20 calendar days of the Initial {Administrative} Review; notice will be sent to the student’s University e-mail address and communicated to the Faculty member and to the dean of the college/school in accordance with legitimate educational interest criteria as articulated by the Family Education Rights and Privacy Act. In cases where the Faculty member has held a grade in abeyance pending the outcome of an Initial {Administrative} Review, he or she shall submit a final grade to the Registrar that is consistent with the determination by the Associate Dean for Graduate Academic Affairs as to the question of misconduct. Either the student or faculty member can appeal the decision of the Associate Dean for Graduate Academic Affairs.</p> <p>Cases involving a student with a record of previous academic misconduct or cases that are sufficiently complex to require additional consultation shall be referred directly by the Associate Dean for Graduate Academic Affairs for a Stage 2 review by the Graduate Academic Integrity Committee for a formal hearing.</p>	<p>06.05.04.02.01 Outcome of the Initial Administrative Review</p> <p>If the Associate Dean for Graduate Academic Affairs determines that it is more likely than not that the student is responsible for academic misconduct, the academic actions recommended by the Faculty member, as well as any <u>educational</u>/disciplinary sanctions will be assigned.</p> <p>The determination shall be forwarded by the Associate Dean for Graduate Academic Affairs in writing to the student within <u>28</u> calendar days of the Initial Administrative Review; notice will be sent to the student’s University e-mail address and communicated to the Faculty member, <u>Graduate Advisor, and Chairperson of the student’s program</u> in accordance with legitimate educational interest criteria as articulated by the Family Education Rights and Privacy Act (<u>FERPA</u>). In cases where the Faculty member has held a grade in abeyance pending the outcome of an Initial Administrative Review, <u>the Faculty member</u> shall submit a final grade to the Registrar that is consistent with the determination by the Associate Dean for Graduate Academic Affairs as to the question of <u>academic</u> misconduct. Either the student or Faculty member can appeal the decision of the Associate Dean for Graduate Academic Affairs.</p> <p>Cases involving a student with a record of previous academic misconduct or cases that are sufficiently complex <u>or egregious</u> to require additional consultation shall be referred directly by the Associate Dean for Graduate Academic Affairs for a Stage 2 review by the Graduate</p>

	Academic Integrity Committee (<u>GAIC</u>) for a formal hearing.
<p>06.05.04.03 Review Stage 2: Complex Cases and Appeals from Stage 1</p> <p>Review Stage 2 is reserved for cases involving a student with a record of previous academic misconduct or cases that are sufficiently complex or egregious to require additional consultation by the Graduate Academic Integrity Committee <u>GAIC</u> for a formal hearing. Review Stage 2 also serves as the stage for appeals of decisions made at Review Stage 1. Appellate decisions at Review Stage 2 are final.</p> <p>The Academic Senate’s Committee on Committees will appoint faculty to the Graduate Academic Integrity Committee to serve three-year terms, effective September 1-August 31, and will appoint one faculty member from the GAIC to serve as chair. The GAIC will consist of at least one member from each school/college and should include faculty who are available to participate in hearing during the summer months. (Am 23 May 17)</p> <p>In addition, the Graduate Division will solicit and review applications from interested graduate students and make recommendations to the Graduate Student Association of UCR regarding students to be appointed to serve on the GAIC for one-year terms, effective September 1-August 31. The final endorsement of student members will rest with the Committee on Committees. Students are not eligible to serve if they have been suspended or are on academic or disciplinary probation, have been evicted from University Housing for reasons related to conduct, or have a case pending before the Graduate Division, GAIC, or Graduate Council.</p> <p>Faculty and student members should represent the disciplinary diversity within each college/school, whenever possible. Staff support</p>	<p>06.05.04.03 Review Stage 2: Complex Cases, <u>Second Offenses</u>, and Appeals from <u>Review Stage 1</u></p> <p>Review Stage 2 is reserved for cases involving a student with a record of previous academic misconduct, or cases that are sufficiently complex or egregious to require additional consultation by the <u>GAIC</u> for a formal hearing. Review Stage 2 also serves as the stage for appeals of decisions made at Review Stage 1. Appellate decisions at Review Stage 2 are final.</p> <p>The Academic Senate’s Committee on Committees will appoint faculty to the Graduate Academic Integrity Committee to serve three-year terms, effective September 1-August 31, and will appoint one faculty member from the GAIC to serve as chair. The GAIC will consist of at least one member from each school/college and should include faculty who are available to participate in hearing during the summer months.</p> <p>In addition, the Graduate Division will solicit and review applications from interested graduate students and make recommendations to the Graduate Student Association of UCR regarding students to be appointed to serve on the GAIC for one-year terms, effective September 1-August 31. The final endorsement of student members will rest with the Committee on Committees. Students are not eligible to serve if they have been suspended or are on academic or disciplinary probation, have been evicted from University Housing for reasons related to conduct, or have a case pending before <u>Student Conduct</u>, the Graduate Division, GAIC, or Graduate Council.</p> <p>Faculty and student members should represent the disciplinary diversity within each college/school, whenever possible. Staff support</p>

<p>to the committee will be provided by the Graduate Division.</p>	<p><u>for</u> the committee will be provided by the Graduate Division.</p>
<p>06.05.04.03.01 Hearing Panels</p> <p>For each Stage 2 case, the chair of the GAIC will schedule a hearing panel of three to five GAIC members. A quorum is required for a hearing to proceed and consists of three persons, including at least one faculty member and one student. The Associate Dean for Graduate Academic Affairs or designee will serve as a non-voting member of the hearing panel. The chair of the hearing panel shall rule on all questions of procedure and evidence, including but not limited to: the order of presentation of evidence, admissibility of evidence, applicability of regulations to a particular case, and relevance of testimony.</p>	<p>06.05.04.03.01 Hearing Panels</p> <p>For each Stage 2 case, the chair of the GAIC will <u>convene</u> a hearing panel of GAIC members <u>within 28 calendar days of receiving referral from the Associate Dean</u>. A quorum is required for a hearing to proceed and consists of <u>five people</u>, including the <u>chair</u>, at least <u>two</u> Faculty members, and <u>two</u> students.</p> <p>The Associate Dean for Graduate Academic Affairs or designee will serve as a non-voting member of the hearing panel. The GAIC chair shall rule on all questions of <u>hearing</u> procedure and evidence, including but not limited to the order of presentation of evidence, admissibility of evidence, applicability of regulations to a particular case, and relevance of testimony.</p>
<p>06.05.04.03.02 Hearing Procedures</p> <ol style="list-style-type: none"> 1. Preparation: Prior to the hearing, panel members will receive and review a copy of the notification of charges and documentary evidence provided by the Faculty member, the University, and the student. 2. Introductory comments: At the beginning of the hearing, the chair will ask any panel members to disqualify themselves from participation if they believe that they cannot render a just and fair decision, and will permit the student to request that a member be disqualified if the student believes for an appropriate reason that a panel member cannot render a just and fair decision. If a student or Faculty member of the hearing panel is disqualified, another member will be appointed to fill the same role, if needed for a quorum. The chair will read aloud the charges of academic misconduct, and the student will be asked to respond to the charges by (a) accepting responsibility, (b) accepting responsibility and 	<p>06.05.04.03.02 Hearing Procedures</p> <ol style="list-style-type: none"> 1. Preparation: Prior to the hearing, panel members will receive and review a copy of the notification of charges and documentary evidence provided by the Faculty member, university <u>official</u>, and the student. 2. Introductory comments: At the beginning of the hearing, the chair will ask any panel members to disqualify themselves from participation if they believe that they cannot render a just and fair decision, and will permit the student to request that a member be disqualified if the student believes for an appropriate reason that a panel member cannot render a just and fair decision. If a student or Faculty member of the hearing panel is disqualified, another member will be appointed to fill the same role, if needed for a quorum. The chair will read aloud the charges of academic misconduct and the student will be asked to respond to the charges by (a) accepting responsibility, (b) accepting responsibility and

noting that there are mitigating circumstances, or (c) denying responsibility for the alleged violation of the University of California Policy on Student Conduct and Discipline.

3. Presentation of accounts: The Faculty member and the student will be given the opportunity to present their accounts of the incident and to present any witnesses or other individuals who may have relevant information about the alleged academic misconduct. Hearing panel members will be given an opportunity to ask questions of the Faculty member, the student, and witnesses. Each party will then be asked if there is additional information needed, or if any discrepancies or questions need to be presented or addressed.

4. Deliberation: The hearing panel will deliberate in private to decide, by a majority vote, if a preponderance of the evidence indicates that the student is responsible or not responsible for alleged violation of ~~University of California Policy on Student Conduct and Discipline.~~

5. Determination of sanctions: If the student is found to be responsible for violations of policies, the hearing panel shall be informed of the student's prior record of academic misconduct. Based on this information ~~and the recommendation of the faculty member,~~ the committee will determine the disciplinary sanctions to be assigned, ~~how and for how long the record of the sanctions will be maintained on the student's permanent record,~~ and the conditions that must be met for the record to be removed, if any.

6. Notification of decision: Once the hearing panel has reached a decision, ~~the parties will reassemble, and the results of the deliberation will be presented. Within 20~~ calendar days, the Associate Dean for Graduate Academic Affairs will send written notification to the student, the Faculty member, ~~and the dean or his/her designated associate dean for student academic affairs of the college/school~~ detailing the decision

noting that there are mitigating circumstances, or (c) denying responsibility for the alleged violation of the University of California Policy on Student Conduct and Discipline.

3. Presentation of accounts: The Faculty member and the student will be given the opportunity to present their accounts of the incident and to present any witnesses or other individuals who may have relevant information about the alleged academic misconduct. Hearing panel members will be given an opportunity to ask questions of the Faculty member, the student, and witnesses. Each party will then be asked if there is additional information needed, or if any discrepancies or questions need to be presented or addressed.

4. Deliberation: The hearing panel will deliberate in private to decide, by a majority vote, if a preponderance of the evidence indicates that the student is responsible or not responsible for the alleged violation.

5. Determination of sanctions: If the student is found to be responsible for violations of policies, the hearing panel shall be informed of the student's prior record of academic misconduct. Based on this information the committee will determine the educational/disciplinary sanctions to be assigned, and the conditions that must be met for the sanctions to be lifted, if any.

6. Notification of decision: Once the hearing panel has reached a decision, the outcome will be distributed in writing within 7 calendar days. The Associate Dean for Graduate Academic Affairs will send written notification to the student, the Faculty member, Graduate Advisor, and Chairperson of the student's program detailing the decision and the educational/disciplinary sanctions imposed by the hearing panel. The notification will also outline the appeal process.

7. Records: An audio recording of the hearing, but not the deliberations of the hearing panel, shall be made and retained by the Graduate Division as part of the record for as long as the

<p>and the sanctions imposed by the hearing panel. The notification will also outline the appeal process.</p> <p>7. Records: An audio recording of the hearing, but not the deliberations of the hearing panel, shall be made and retained by the Graduate Division as part of the record for as long as the disciplinary record is retained, or for seven years from the date of decision, whichever is shorter (see Section 6 below). The student may obtain a copy of the recording upon paying the expense of making such copy. Either party may arrange for a stenographer to make a full transcript of the proceedings at his/her own expense. If one party has the proceedings transcribed, arrangements shall be made before the hearing as to how to apportion the cost if both parties want copies. Other than for the purpose of the official record as provided above, mechanical or electronic devices for recording or broadcasting shall be excluded from the hearing.</p>	<p>disciplinary record is retained, or for seven years from the date of decision, whichever is shorter (see Section 06.05.06 below). The student may obtain a copy of the recording. Other than for the purpose of the official record as provided above, mechanical or electronic devices for recording or broadcasting shall be excluded from the hearing.</p>
<p>06.05.04.04 Review Stage 3: Appeals from Stage 2 and Annual Assessment of Cases</p> <p>Review Stage 3 is reserved for appeals of primary decisions made at Review Stage 2, and for annual assessment of cases adjudicated at Review Stages 1 and 2. For each Stage 3 case, the Chair of the Graduate Council or designee shall select a 3-5 member subcommittee of the Graduate Council to serve as an appeal panel. Each Stage 3 hearing will be conducted according to the Hearing Procedures described above in Section 04.03.02.</p>	<p>06.05.04.04 Review Stage 3: Appeals from Stage 2</p> <p>Review Stage 3 is reserved for appeals of primary decisions made at Review Stage 2. For each Stage 3 case, the Chair of the Graduate Council or designee shall select a 3-5 <u>person</u> subcommittee of <u>current or former</u> Graduate Council <u>members</u> to serve as an appeal panel. Each Stage 3 hearing will be conducted according to the Hearing Procedures described above in Section <u>06.05.04.03.02</u>.</p>
<p>The Graduate Council additionally conducts annual assessments of cases adjudicated at Review Stages 1 and 2 for the purpose of providing oversight and ensuring that policies and procedures are appropriately and consistently applied.</p>	<p>06.05.04.05 <u>Annual Assessment of Cases</u></p> <p>The Graduate Council additionally conducts annual assessments of cases adjudicated at Review Stages 1 and 2 for the purpose of providing oversight and ensuring that policies and procedures are appropriately and consistently applied.</p>

<p>06.05.05 Appeals</p> <p>Decisions of the Associate Dean for Graduate Academic Affairs may be appealed to the GAIC. Appellate decisions by the GAIC are final. Primary decisions of the GAIC may be appealed to the Graduate Council. Appellate decisions by the Graduate Council are final. In any decision that includes a sanction of dismissal of a graduate student, the Dean of the Graduate Division will be the final arbiter.</p>	<p>06.05.05 Appeals</p> <p>Decisions of the Associate Dean for Graduate Academic Affairs <u>during stage 1</u> may be appealed to the GAIC. Appellate decisions by the GAIC are final.</p> <p>Primary decisions of the GAIC <u>during stage 2</u> may be appealed to the Graduate Council.</p> <p>Appellate decisions by the Graduate Council <u>during stage 3</u> are final.</p> <p><u>Appeals may originate from a student or Faculty member.</u> In any decision that includes a sanction of dismissal of a graduate student, the Dean of the Graduate Division will be the final arbiter.</p>
<p>06.05.05.01 Criteria for Appeals</p> <p>Appeals must be based on one or more of the following:</p> <ul style="list-style-type: none"> • New evidence not reasonably available at the time of the original hearing, the absence of which can be shown to have had a detrimental impact on the outcome of the hearing • Procedural error that can be shown to have had a detrimental impact on the outcome of the hearing • Errors in the interpretation of University policy so substantial as to deny one of the parties a fair hearing • Grossly inappropriate sanction having no reasonable relationship to the charges 	<p>06.05.05.01 Criteria for Appeals</p> <p>Appeals must be based on one or more of the following:</p> <ol style="list-style-type: none"> 1. New evidence not reasonably available at the time of the original hearing, the absence of which can be shown to have had a detrimental impact on the outcome of the hearing 2. Procedural error that can be shown to have had a detrimental impact on the outcome of the hearing 3. Errors in the interpretation of <u>u</u>niversity policy so substantial as to deny one of the parties a fair hearing 4. Grossly inappropriate sanction having no reasonable relationship to the charges
<p>06.05.05.02 Appeal Procedures</p> <p>1. The Faculty member or the student may appeal a decision in writing to the appropriate body for appeal, as described above. The appeal must be made within <u>10</u> calendar days after the written decision is made available.</p>	<p>06.05.05.02 Appeal Procedures</p> <p>1. The Faculty member or the student may appeal a decision in writing to the appropriate body for appeal, as described above. The appeal must be made within <u>14</u> calendar days after the written decision is made available.</p>

<p>2. Appeals must be authored and signed by the submitting party. Appeals produced by advisors or other non- parties will not be considered.</p> <p>3. The filing of a timely appeal suspends the imposition of sanctions until the appeal is decided. Grades or degrees will be withheld pending conclusion of the appeal.</p> <p>4. When an appeal has been filed, the relevant parties may be requested to respond in writing to the matters in question before a decision about the appeal is made. The non-appealing party, whether student or Faculty member, will be notified of the appeal within 10 calendar days and will be given an opportunity to submit a written statement for consideration within 20 calendar days.</p> <p>5. The appellate body will determine whether the grounds for appeal have been satisfied and whether further process is necessary to resolve the appeal. Findings of fact will be accepted as determined by the original adjudicating body, unless the appellate body determines that the original adjudicating body acted in an arbitrary, capricious, or unfair manner.</p> <p>6. The appellate body will make a decision based on the written submissions within 20 calendar days, or indicate in writing what further process is necessary for final resolution.</p> <p>7. The appellate body may approve, reject, or modify the decision and sanction in question. The action taken shall be communicated in writing to the student, the Faculty member, and the original adjudicating body within 20 calendar days after receipt of the appeal and related documents. The decision of the appellate body is final.</p>	<p>2. Appeals must be authored and signed by the submitting party. Appeals produced by advisors or other non-parties will not be considered.</p> <p>3. The filing of a timely appeal suspends the imposition of sanctions until the appeal is decided. Grades or degrees will be withheld pending conclusion of the appeal.</p> <p>4. When an appeal has been filed, the relevant parties may be requested to respond in writing to the matters in question before a decision about the appeal is made. The non-appealing party, whether student or Faculty member, will be notified of the appeal within 14 calendar days and will be given an opportunity to submit a written statement for consideration within 14 calendar days <u>from such notification</u>.</p> <p>5. The appellate body will determine whether the grounds for appeal have been satisfied and whether further process is necessary to resolve the appeal. Findings of fact will be accepted as determined by the original adjudicating body, unless the appellate body determines that the original adjudicating body acted in an arbitrary, capricious, or unfair manner.</p> <p>6. The appellate body will make a decision based on the written submissions within 28 calendar days or indicate in writing what further process is necessary for final resolution.</p> <p>7. The appellate body may approve, reject, or modify the decision and sanction in question. The action taken shall be communicated in writing to the student, the Faculty member, and the original adjudicating body within 28 calendar days after receipt of the appeal and related documents. The decision of the appellate body is final.</p>
<p>06.05.06 Maintenance of Records</p> <p>Graduate Division shall serve as the central location where all written, audio, and electronic records of incidents of academic misconduct are</p>	<p>06.05.06 Maintenance of Records</p> <p>Graduate Division shall serve as the central location where all written, audio, and electronic records of incidents of academic misconduct are</p>

<p>kept on file. The records will be readily available for review by the Deans and Associate Deans of each College or School, the Dean of the Graduate Division, the Executive Vice Chancellor and Provost, and the Vice Provost for Conflict Resolution, in accordance with legitimate educational interest criteria as articulated by the Family Educational Rights and Privacy Act.</p> <p>The file of a student found in violation of campus regulations (including the transcripts or recordings of the hearing) will be maintained for a period of at least seven years from the date of the letter providing notice of final disciplinary action, unless otherwise determined by the Associate Dean for Graduate Academic Affairs. When a student is suspended as a result of a violation of the University of California Policy on Student Conduct and Discipline, the fact that suspension was imposed must be posted on the academic transcript for the duration of the suspension. When a student is dismissed, the fact that dismissal was imposed must be posted on the academic transcript permanently.</p>	<p>kept on file. The records will be readily available for review by the Deans and Associate Deans of each College or School, the Dean of the Graduate Division, the Executive Vice Chancellor and Provost, and the Vice Provost for Conflict Resolution, in accordance with legitimate educational interest criteria as articulated by the Family Educational Rights and Privacy Act.</p> <p>The file of a student found in violation of campus <u>policies</u> (including the transcripts or recordings of the hearing) will be maintained for a period of at least seven years from the date of the letter providing notice of final disciplinary action, unless otherwise determined by the Associate Dean for Graduate Academic Affairs. When a student is suspended <u>because of</u> a violation of the University of California Policy on Student Conduct and Discipline, the fact that suspension was imposed must be posted on the academic transcript for the duration of the suspension. When a student is dismissed, the fact that dismissal was imposed must be posted on the academic transcript permanently.</p>
--	--

JUSTIFICATION and EXPLANATION OF CHANGES

Updates to the Academic Integrity bylaws are necessary to clarify the separation between Research Misconduct and Academic Integrity, which now includes Research Non-Compliance violations. Additional clarification was added to address areas where graduate student Academic Integrity violations might occur, such as capstone exams and other work not associated with a specific course.

Associate Dean Tuncel and Director of Academic Affairs, Kara Oswood met with VC Torres and Assoc VC for Research Greer from the office of Research and Economic Development to discuss the proposed changes to the Research Misconduct portions of the bylaws. In addition, these updates were reviewed by Dena Plemmons, Director of the Research Ethics program in the Graduate Division.

Key updates include:

- Clarification was added to the timeline for processing these cases. Some minor updates to the hearing and committee procedures, most notably moving quorum from 3 to 5 people on the GAIC.
- Added the ability to pull other knowledgeable people into the process, beyond the faculty members and administrators from the Graduate Division. There was a previous case that required expertise from other UC staff, so this ability would be helpful.

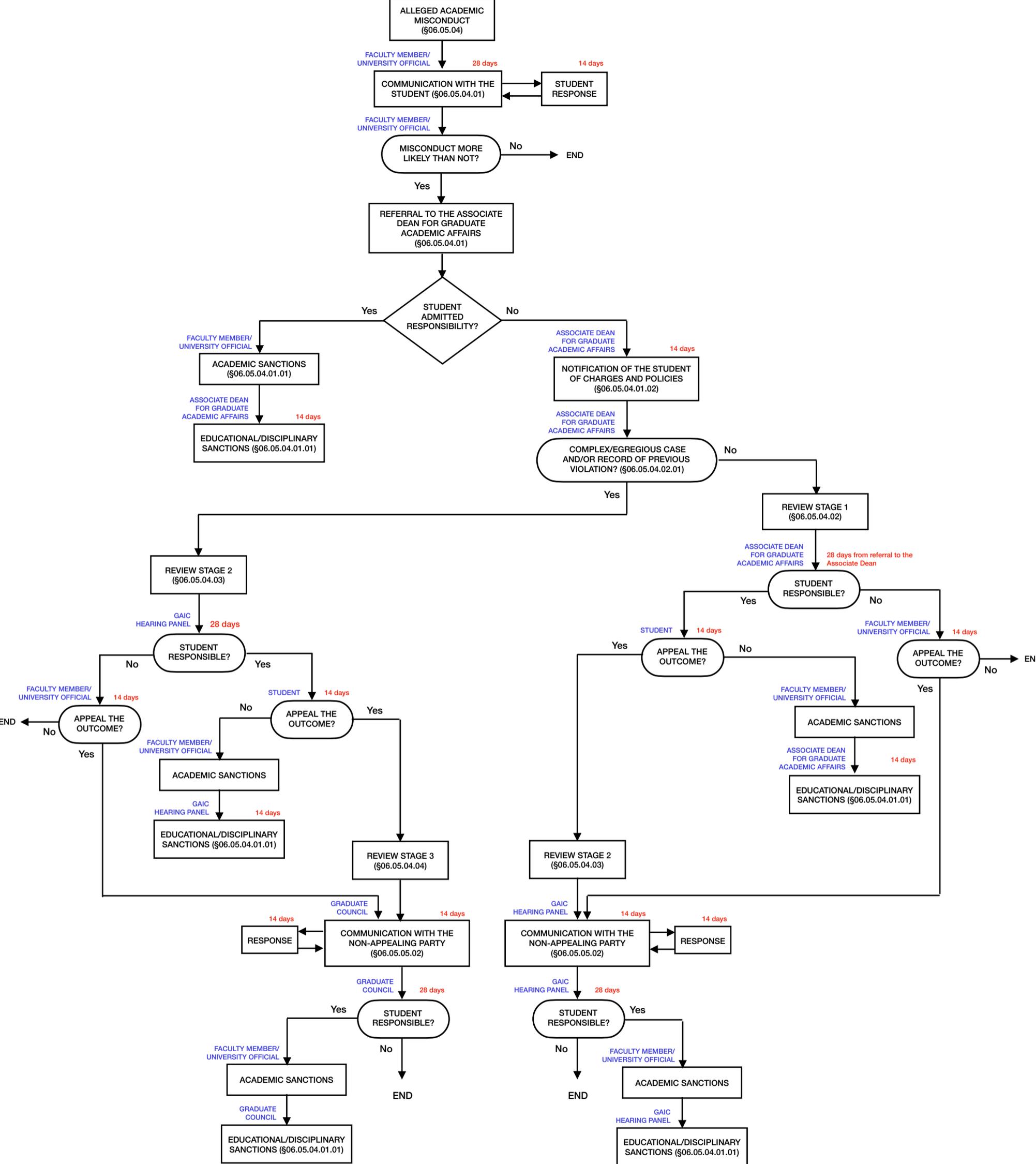
- Wording has been updated to separate fabrication, falsification and plagiarism from the FFP definitions found in Research Misconduct. Clarification has been added to determine these three are in relation to academic misconduct only, not research misconduct. RED manages the definitions for research-based violations.
- Research non-compliance was added to clarify those violations are handled under these procedures and not Research Misconduct.
- “Educational/disciplinary” is now used to describe sanctions students will receive when found responsible for academic integrity violations. This more accurately describes sanctions issued for these violations.

Also included is a flowchart that maps out the Academic Integrity violation process. This is meant as a companion supplement to the bylaws and hopefully a helpful visual guide.

Approvals:

Approved by the Graduate Dean: Shaun Bowler:	March 2, 2022
Approved by the Graduate Council:	March 17, 2022
Committee on Rules & Jurisdiction finds the wording to be consistent with the code of the Academic Senate:	November 10, 2022
Received by Executive Council:	November 22, 2022
Approved by the Division:	December 6, 2022

SEE NEXT PAGE FOR APPROVED FLOW CHART



Approved by the Graduate Dean: Shaun Bowler: March 2, 2022
 Approved by the Graduate Council: March 17, 2022
 Committee on Rules & Jurisdiction finds the wording to be consistent with the code of the Academic Senate: November 10, 2022
 Received by Executive Council: November 22, 2022
 Approved by the Division: December 6, 2022