STUDENT CODE OF ACADEMIC INTEGRITY

The University of Arizona’s Dean of Students Office assists with the administrative support of the Academic Integrity Process. Violations on this policy include the following:

- Plagiarism
- Copying on a test
- Assisting or Trying to Assist Others
- Cheating/Academic Dishonesty
- Failure to Comply with Call Rules
- Violating specific health requirements

Faculty member discovers alleged violation; they shall make sure that student receives written notice in advance of the conference within a reasonable time frame, detailed reason for the conference, and fair consideration of the charges against them. The faculty member must confer with the student within 15 academic days (in person, phone call, video conference, etc.). The faculty shall confer with the student, explain allegations, present evidence, and hear the student’s response.

**Student Found Not Responsible**
Complaint is Dismissed and the Case is Closed

**Student Found Responsible**
Instructor Completes Online Faculty/Student Conference Form and Assigns Sanctions

**Student May Request an Appeal**
The Student has 10 academic days to submit an appeal by using the form titled “Request to Appeal to College Dean” if they disagree with the faculty member’s decision. The evidence will be reviewed by the college dean where they will be communicating with both sides and determine if a violation has occurred. Moreover, the College Dean has the authority to modify the sanction’s placed by the faculty member. *College Dean’s Decision will be final unless a sanction is University of Arizona Expulsion, Suspension, Notation on Transcript, or Revocation of Degree, which are eligible for an appeal to the University Hearing Board.*

Any change of grade pertaining to a violation of the Code of Academic Integrity must be directed by a faculty member to the Dean of Students Office. The Dean of Students Office will send a memo over to the Registrar’s Office regarding the change.

**Appeal to the University Hearing Board**
If the criteria are met, the student may file a form called “Request for Appeal to a University Hearing Board.” The Dean of Students advises both sides and schedules a Hearing Board. The Hearing Board makes a recommendation to the Provost, who then reviews the information and makes a final decision.

**FREQUENTLY ASKED QUESTIONS**

What happens if a student not enrolled in the class violates the Code?
Faculty should file a Code of Conduct complaint of the student who is not enrolled in class and aids in violating the Code of Academic Integrity.

Will dropping the course where the violation occurred dismiss the incident?
No, dropping a course will not invalidate the violation as it occurred at the time the student was enrolled in the class. Faculty can report students who are not enrolled in their classes and violate the Code, these include those who drop the class or have graduated.

What grade should be assigned if it’s the end of the semester and the academic integrity case is still open?
The grade of “Incomplete” will be given until the case is closed. Once the case is closed, the “Incomplete” can be changed back to a grade.

Does the Code of Academic Integrity also apply to online courses?
Yes, the Code of Academic Integrity applies to all academic work that is done at the University of Arizona.

Should students continue attending class when they are accused of violating the Code?
Yes, students should continue attending class. The students will be notified via email when the case is closed.

Can students receive sanctions for academic dishonesty without faculty making any formal charges?
Addressing academic integrity violations without formally reporting it is highly discouraged, especially if a student’s grade will be impacted. By not following the process, students are not allowed the due process for which they are entitled to.