University of Baltimore
Office of Student Support
How to Submit an Academic Integrity Violation

Violations

All academic integrity violations are listed in the UB Student Handbook website.
Integrity violations include the following:

- **Cheating** – Cheating includes the giving or receiving of any unauthorized assistance or providing or obtaining unfair advantage in any form of academic work.
  - Examples include, but are not limited to, the use during exams of crib sheets or any other materials not expressly authorized by the professor, unauthorized possession of a test prior to the test date, copying from other students' exams, or talking to other students during exams.

- **Plagiarism** – Plagiarism includes the copying of the language, structure, ideas, or thoughts of another and representing the same as one's own original work.
  - Examples include, but are not limited to, submission of a purchased research paper as one's own work, paraphrasing and/or quoting material in a paper without properly documenting the source, and copying someone else's language without using quotation marks and/or crediting the original author.

- **Multiple submissions of the same work** – It is a violation of the academic integrity policy to submit work that was prepared for one course for credit in another or to submit the same work for credit in another course(s), without permission from the responsible professor(s).

- **Falsification or Fabrication** – Falsification or fabrication includes the statement of any untruth, either verbally or in writing with respect to any circumstances relating to one's academic work.
  - Examples include, but are not limited to, receiving assistance or working as a group on an independent take-home examination, making false statements to avoid taking an examination, engaging in any other type of activity that give an unfair advantage to an individual student over other students, or providing inaccurate information concerning one's academic standing or status to anyone, inside or outside the university. Knowingly making a false report that another student has violated the academic integrity policy also constitutes falsification.

- **Attempts/Facilitation** – Any attempts toward or facilitation of any act of academic dishonesty are also cases of academic dishonesty.

o   Examples include, but are not limited to, knowingly discussing a test or an examination not yet taken with another student who has taken that test or examination, or knowingly discussing an examination already taken with another student who is scheduled to take that examination, but has not yet done so.

- **Misrepresentation** – Misrepresenting information in an attempt to gain an academic advantage.
    o   Examples include, but are not limited to, providing false or misleading information in an attempt to receive an extension or postponement of test, quiz, or any other assignment; providing false or misleading information in an attempt to receive a make-up exam or the opportunity to re-submit an assignment; or providing false or misleading information as part of an academic probation, dismissal, or appeal process.

Why it is important to refer

- Due Process – It is important to make sure every student is given due process when a violation is referred to the Office of Student Support. The goal of the University of Baltimore conduct process is to identify the best ethical decision available to the institution, which should be one of integrity, wisdom, & empathy, as well as a sense of impartiality and fairness. Thus, the procedures and processes with which we handle academic integrity violations should be consistent and equitable to every student. Reporting an alleged violation to the Office of Student Support provides students with that due process to respond to the allegations and participate in the student conduct process.

- Consistency – the Office of Student Support strives to maintain consistency in the process, procedures, and application of sanctions to all reported violations. Your referral is important to uphold that consistency for all students.

- Prior Incidents – the Office of Student Support maintains records of all previous academic integrity/code of conduct violations. It is important to refer all alleged violations to OSS so that we are able to keep track of students who may have multiple violations.
    o   Whenever possible faculty are encouraged, to inform students that a matter has been referred to Student Conduct and that the Office of Student Support will be in contact soon to discuss the next steps of the adjudication process.

Office of Student Support

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Referral Process

If a faculty member believes a student may have violated the Academic Integrity policy, they should complete an incident reporting form [here](#).

- When completing an incident reporting form, make sure to include a narrative description of the alleged violation(s) and attach any documents that may be relevant (i.e, the Turnitin Report, proctoring report, the student's paper/assignment, the course syllabus, any communication between you and the student regarding the alleged violation).

- Complaints received will be reviewed by a Hearing Office to determine if sufficient information has been presented to proceed with the adjudication process. If based on the review, the Hearing Officer determines that the complaint is not within the scope of the Academic Integrity policy, it will be dismissed. If the Hearing Officer has determined that there is sufficient information to proceed with an investigation, the student Respondent will be notified and will be required to schedule an initial review with the Hearing Officer.

- Faculty may recommend a sanction when submitting an academic integrity violation to the Office of Student Support. We will take the recommended sanction into consideration, however, the final decision is made by the Hearing Officer for the case. Potential sanctions for academic integrity violations may include: a 0 on the assignment/exam, an XF for the course, a referral to academic resources such as the Writing Center, or a reflection assignment.

Student Conduct Process

- Initial Review – This is the first step in the student conduct process and would be the step where many academic integrity cases would be resolved, unless the situation presents the need to move to an Administrative Hearing or Board Hearing. This step consists of an individual meeting between the student and the Hearing Officer. Faculty are not typically present as the student often feels more comfortable to share when the review is held without the faculty member. The student will be able to share their understanding of the incident and present any evidence they have, and the Hearing Officer will present the evidence they have. When necessary, follow-up meetings with the Respondent or other involved individuals may be required. Following the review, the Hearing Officer will make a finding of responsible or not responsible, and assign any sanctions if the student is found responsible. The decision will be emailed to the student within two (2) business days, and the student will then have a five (5) business day

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window to submit any appeals. Once the appeal window is closed, the faculty member will be notified of the decision and relevant sanctions.

- Administrative Hearing/Board Hearing – These are the next steps in the adjudication process in the event that the violation cannot be resolved at the lower level. The case would proceed to these stages of the conduct process if the student had a history of multiple violations or if the academic integrity violation is determined to be severe enough to warrant a hearing.

If you have any questions about the process for reporting and adjudicating Academic Integrity violations, or need assistance with a specific incident, please feel free to contact the Office of Student Support at studentsupport@ubalt.edu or 410-837-4755.

Adapted from Academic Integrity Violations and Referral process, by University of Vermont Center for Student Conduct, 2020. https://www.uvm.edu/sconduct/faculty. .

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