

# Academic Integrity Lesson Plan, 2011-2012

## Students' Rights and Responsibilities in the Academic Setting

### Introductory Discussion

What percent of students do you think cheated in your high school?

What percent of students do you think cheat at UK?

What kinds of cheating have you observed or heard about?

- *Crib notes can be written on the skin.*
- *Notes hidden in shoes, baseball caps, or taped to pencils or inside pens*
- *Torn jeans offer possibilities as do Kleenex*
- *Classrooms can be "doctored" and notes positioned on the bulletin board*
- *Programmable pocket calculators and electronic organizers can carry illegal text*
- *"Signaling" answers with prearranged code*
- *Copying from a friend's exam*
- *Taking pictures of exam with phone and sharing exam with friends.*

### **Why do students cheat?**

*Whitley (1998) observed that cheating seems to be motivated by students' **fear of doing poorly in a particular course** (as opposed to general lack of academic ability). Students who cheat report **pressure to achieve high grades**. The greater the reward, the greater the likelihood of cheating. Those who **perceive their workloads as being heavy** and who are **in competition for grades** are more likely to cheat. Those who have favorable attitudes toward cheating are more likely to cheat. **Procrastination and too much partying** were also positively related to cheating. Students are more likely to cheat when they perceive **little risk of being caught**. Those more likely to cheat tend to be **deficient in study skills, lower in industriousness, and higher in procrastination and test anxiety**. Younger & unmarried students are more likely to cheat than older & married students. Cheating is more common among those who are male, living on campus and receiving financial support from parents.*

### **How does cheating devalue your diploma from here?**

None of us want our degree to be seen as cheap or easily obtained, not respected by others in a position to hire or promote us. As responsible citizens in this academic community, we have a responsibility to maintain academic integrity. We all suffer when we contribute to an environment that tolerates and is supportive of intellectually dishonest behavior.

### **Distribute Quiz (Blank form available at end of this lesson plan.)**

*Assign students to work in pairs or small groups. Consider asking your students to review information on Ombud website before this class session. After students complete quiz, address each question, asking students first what they think the correct answer is. Use the quiz answer sheet to guide your discussion of each question.*

## Student Rights and Responsibilities Quiz Answer Sheet

**1. You are accused of cheating. What is the process you would undertake to help resolve the accusation/situation? From what office would you seek assistance?**

You would first meet with the course instructor and the Department Chair. At that time you will be given the opportunity to explain your side of the story. If the instructor and Chair still want to proceed with the charge, you have the right to appeal the decision by contacting the Academic Ombud within 10 days. The Ombud would then meet with you and investigate the case. If you still want to appeal the charge, the Ombud would forward the results of the investigation to the Chair of the University Appeals Board who will schedule a hearing.

**2. You overhear your roommate giving her user ID and password for a course on Blackboard that she is taking. She is giving the information to her friend so her friend can complete the assignment. Is this cheating? What will you do?**

It is cheating, but it may be difficult to prove; nevertheless, it would be wise for you to discuss this incident with your instructor.

**3. Which of the following can be a penalty for cheating? (Check all that apply.)**

0 for an assignment

XE for a grade (permanent evidence of an academic offense on your transcript)

I (on your transcript)

Suspension

Expulsion

An E in course which won't be noted on transcript as an academic offense

A typical penalty for a first offense is a zero on an assignment or an E in the course but the penalties can be more severe depending on the nature of the offense. Grade XE represents failure in a course due to an academic offense. It is valued at zero (0) quality points and zero (0) credit hours. The repeat option may not be exercised for any course in which the grade of XE was received.

**4. You can use the same paper in two different classes.**

True

False

Depends

Some programs and courses have explicit rules prohibiting use of papers submitted previously for assignments in another class. Check with the instructor to clarify the rules for a given course.

**5. If two lab partners carry out their experiment together, they can write their report together and each submits the same document.**

True

False

Depends

Often group reports are not allowed. Always check with your instructor about class rules relating to plagiarism in lab reports.

**6. You submitted an ungraded assignment as a draft and you did not reference appropriately material taken from another source. This is plagiarism.**

True                       False                       Depends

It is always necessary to reference material taken from another source.

**7. Listing real but unused sources in a bibliography is not a form of academic dishonesty.**

True                       False                       Depends

Some disciplines distinguish between a Works Cited Reference and a Bibliography which may include works cited and works consulted. If you have any questions, talk to your instructor.

**8. You are taking a final exam. You know that your neighbor is copying your exam answers. Both of you can be accused of cheating.**

True                       False                       Depends

True. The key to this answer is that it says "you know". Cheating includes "giving" ...material which may aid another person. The fact that "you know" your neighbor is copying leaves you open to a charge of cheating. In this case you should cover your answers and notify the instructor of your suspicions.

**9. You sign in your friend's name on attendance sheet that is being passed around in class. This is misrepresentation, a form of academic dishonesty.**

True                       False                       Depends

### **6.3.2 Cheating**

*Cheating is defined by its general usage. It includes, but is not limited to, the wrongfully giving, taking, or presenting any information or material by a student with the intent of aiding himself/herself or another on any academic work which is considered in any way in the determination of the final grade. The fact that a student could not have benefited from an action is not by itself proof that the action does not constitute cheating. Any question of definition shall be referred to the University Appeals Board. [US: 12/12/05]*

**10. A syllabus must include which of the following items? (Check all that apply.)**

- General grading criteria
- Exam dates
- Public holiday dates
- Course & instructor demographics (e.g., class title, day, time, and place)
- Instructor's contact information and office hours
- Details on submission of assignments
- Make-up policy
- Instructor's educational degrees
- Instructor's home address
- Attendance policy

Some answers are equivocal. The issue is whether or not the item, such as attendance policy, is evaluated and <sub>3</sub>included in the grading.

**11. An instructor can change the grading scale midway through the course.**

True                       False                       Depends

The Senate Rule (below) does not provide for this. When unforeseen circumstances necessitate changes, those should be negotiated with the class and reflect the nature of the circumstances necessitating the change. For example, a severe winter storm causing cancelation of classes on exam day would necessitate a change in the exam date or perhaps result in a take-home exam, but would not be a basis for simply shifting the weight of the exam to an exam already taken or for simply assigning a major paper to take its place.

**6.1.1 Information about Course Content**

*Students have the right to expect the course to correspond generally to the description in the official Bulletin of the University of Kentucky and the right to be informed in writing (in the course syllabus) at the first class meeting about the nature of the course--the content, the activities to be evaluated, and the grading practice to be followed. Whenever factors such as absences or late papers will be weighed in determining grades, a student shall be informed. All students must be informed in writing of the course content and other matters listed in this rule at no cost to the student. Syllabi may be posted electronically; this must be done by the first class meeting of the semester and the syllabus must remain available there for the entire semester. All students officially enrolled in a course shall, upon request, be provided a copy of the course syllabus free of charge. [US: 2/11/80; RC: 11/20/87]*

**12. Your instructor must post your mid-term grade online.**

True                       False                       Depends

This is not as clear as it might seem. The rule (below) says students must be informed. The University has now arranged for instructors to post those grades on line and posting on-line is strongly encouraged.

**6.1.3 Academic Evaluation [US: 12/5/83]**

**A.** *All teachers must inform the undergraduate students in their courses of their current progress based on the criteria in the syllabus before the following dates: [US: 2/14/94; US 4/10/00; US: 2/27/08]*

- 1. the end of the ninth week for the fall or spring semester;*
- 2. the third day of the fifth week for the eight-week summer term;*
- 3. the second day of the third week for the four-week summer term.*

**13. Your mom or dad can call your instructor and inquire about your grade.**

True                       False                       Depends

In general, FERPA (the Family Education Rights and Privacy Act) prohibits the University from sharing your academic record with your parents. However, if you give permission, your instructor may talk to your mom or dad about your grades. In addition if you are under 18, or are financially dependent upon your parents, FERPA authorizes them to obtain information about your academic progress without your consent.

**14. During Dead Week, the following activities are allowed: (Check all that apply.)**

- "Take Home" final due
- Written exam
- Quizzes
- Review session
- Project/lab practical/paper/presentation deadlines
- Make-up exams & quizzes

This is a tough call with lots of caveats. Take home finals may not be due during dead week. Other assignments may be allowed if there is no final during finals week. The senate has now agreed that the rule allows for routine homework to be required if the assignment is listed in the syllabus.

**15. Which of the following may not be an excused absence? (Check all that apply.)**

- A trip to New York with your class
- A trip to Cincinnati with your roommate
- Significant illness of student
- Significant illness of immediate family member
- Death in the student's household or immediate family (permanent or campus)
- Major religious holidays
- Sibling's wedding
- Attending an away football game
- Doctor's appointment in your hometown (physical, eye, or dermatology exam)

Athletes participating in an intercollegiate sporting event can get excuses through the Athletic Department; fans cannot. Physical exams that are not emergencies would not be considered excused unless the instructor allows them. Below are the excused absence rules.

**5.2.4.2 Excused Absences [US: 11/11/85; 2/9/87; 4/12/04]**

*A student shall not be penalized for an excused absence. The following are defined as excused absences:*

- A.** *Significant illness of the student or serious illness of a member of the student's household (permanent or campus) or immediate family. The Instructor of Record shall have the right to request appropriate verification.*
- B.** *The death of a member of the student's household (permanent or campus) or immediate family. The Instructor of Record shall have the right to request appropriate verification. For the purpose of this rule, immediately family is defined as spouse or child or parent (guardian) or sibling (all of the previous include steps, halves and in-laws of the same relationship); and grandchild or grandparent*
- C.** *Trips for members of student organizations sponsored by an educational unit, trips for University classes, and trips for participation in intercollegiate athletic events, including club sports registered with the university as well as varsity sports. When feasible, the student must notify the Instructor of Record **prior to** the occurrence of such absences, but in no case shall such notification occur more than one week after the absence. Instructors of Record may request formal notification from appropriate*

university personnel to document the student's participation in such trips.

**D.** *Major Religious Holidays. Students are responsible for notifying the Instructor of Record **in writing** of anticipated absences due to their observance of such holidays no later than the last day for adding a class.*

**E.** *Any other circumstances which the Instructor of Record finds reasonable cause for absence. [US: 4/23/90]*

**16. What types of problems does the Ombud Office handle? (Check all that apply.)**

- Tuition problem
- Grade disputes
- Admission/registration problems
- Disciplinary matters
- Perceived favoritism
- Poor seats at basketball game in Rupp Arena
- Complaints about parking
- Sex/race/sexual orientation/nationality/age/religion/disability discrimination or harassment
- Fear of retaliation
- Charges of and sanctions resulting from plagiarism or other academic offenses
- Disability accommodation issues
- Cross-cultural misunderstandings and personality conflicts

Issues coming to the Ombud office are rarely clear cut. The guiding principle in determining whether the case is one to be handled by the Academic Ombud is whether or not the issue is an academic issue. Grade disputes clearly have an academic connection. It is hard to imagine that a case could be made that seating in Rupp Arena has an academic connection. Disciplinary matters might be connected (i.e., a ruling that student A must stay away from student B might require that one or the other shift class sections). This is an opportunity for some good discussion rather than trying to determine a "correct" score. When in doubt, ask the Ombud whether or not your case will be considered by him or her.

**17. If my academic rights have clearly been violated, the Academic Ombud will rule in my favor and I will not have to go to the Appeals Board.**

- True                       False                       Depends

In our system the Academic Ombud is not empowered to impose a solution. However, if the violation of rights is clear to all, your case will likely to be resolved without going to the Appeals Board.

**18. How can I contact the Academic Ombud?**

- Go to the office in 109 of Bradley Hall.
- Send an E-mail to [Ombud@uky.edu](mailto:Ombud@uky.edu).
- Call the office (257-3737) to arrange a meeting or telephone conversation.

Encourage students to talk to their                      6instructor first and then perhaps visit

with other individuals in the department or college (DUS, Chairs, Deans) before taking the issue to the Academic Ombud. Part of the educational experience is learning to negotiate on our own as we are repeatedly challenged to do throughout life. It is not required to meet with these individuals before seeing the Ombud, but faculty are often more willing to negotiate with a student if they believe the student is making a good faith effort to communicate with them directly.

## STUDENT RIGHTS AND RESPONSIBILITIES QUIZ

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- Death in the student's household or immediate family (permanent or campus)
- Major religious holidays
- Sibling's wedding
- Attending an away football game
- A doctor's appointment in your home city (e.g., physical exam, eye exam, dermatology)

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