Undergraduate Programs.

5. Give the Preliminary Worksheet to the Associate Dean in the SPS to the Director of
Recommendation for sanctions.

a. If it is a minor infraction, then impose a penalty on the student
b. Describe the course with the student

a. Describe the event

4. Prepare a Violation Preliminary Worksheet (see attached)

II. Definitions for the level of violation

P. Definitions for the level of violation:

a. Academic integrity is serious violation in that course of exercise.

or policies established by a course instructor or supervisor of an
academic exercise.

b. Serious Violation Defined by Instructor: Any other intentional violation of rules

or course obligations as considered a serious violation.

V. Unauthorized Access: Any unauthorized access to an instructor's files or

exclusive use, or to deprive others of use of such materials.

Serious Violation: The purpose of the taking or copying of course of library materials shall be considered a

stealing or unauthorized use of another's ideas, words, or works as

vi. Plagiarism: Any intentional passing off of another's ideas, words, or works as

one's own shall be considered a serious violation.


III. Unauthorized Collaboration: Any unauthorized collaboration between

students, instructor, instructor, or an instructor's staff shall be considered a serious violation unless

the instructor grants express permission of the instructor. Groups of students who

work in groups to complete assignments shall be considered a serious violation unless

done with instructor's permission.

II. Examination Behavior: Any intentional giving or use of external assistance

a. Examples of Violations:

1. Observe an academic integrity violation

2. Talk to the student or students involved

3. Make a determination about the level of violation

University of San Diego Academic Integrity Policy: Steps in the Process