

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

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1. Observe an academic integrity violation
2. Talk to the student or students involved
3. Make a determination about the level of violation
 - a. Examples of violations:
 - i. **Examination Behavior.** Any intentional giving or use of external assistance during an examination shall be considered a serious violation if knowingly done without express permission of the instructor giving the examination.
 - ii. **Fabrication.** Any intentional falsification or invention of data, citation, or other authority in an academic exercise shall be considered a serious violation, unless the fact of falsification or invention is disclosed at the time and place it is made.
 - iii. **Unauthorized Collaboration.** If the supervisor of an academic exercise has stated that collaboration is not permitted, intentional collaboration between one engaged in the exercise and another shall be considered a serious violation by the one engaged in the exercise, and by the other if the other knows of the rule against collaboration.
 - iv. **Plagiarism.** Any intentional passing off of another's ideas, words, or work as one's own shall be considered a serious violation.
 - v. **Misappropriation of Resource Materials.** Any intentional and unauthorized taking or concealment of course or library materials shall be considered a serious violation if the purpose of the taking or concealment is to obtain exclusive use, or to deprive others of use, of such materials.
 - vi. **Unauthorized Access.** Any unauthorized access of an instructor's files or computer account shall be considered a serious violation.
 - vii. **Serious Violations Defined by Instructor.** Any other intentional violation of rules or policies established in writing by a course instructor or supervisor of an academic exercise is a serious violation in that course or exercise.
 - b. Definitions for the level of violation
 - i. **Serious violation:** the student committed one of the above acts with intent
 - ii. **Infraction:** the student committed one of the above acts without intent
4. Prepare a Violation Preliminary Worksheet (see attached)
 - a. Describe the event
 - b. Describe the contact with the student
 - c. If it is a *serious violation* then refer to the Academic Integrity Committee along with a recommendation for sanctions.
 - i. If it is an *infraction*, then impose a penalty on the student
5. Give the Preliminary Worksheet to the Associate Dean (in the SBA to the Director of Undergraduate Programs).