

COMMUNITY STANDARDS & STUDENT CONDUCT



MISSION STATEMENT

Community Standards & Student Conduct practices a holistic and developmental approach to student accountability and education, partners with campus stakeholders to provide leadership and support to the university community, and promotes a safe and inclusive environment conducive to student success.

PROMOTING ACADEMIC INTEGRITY

University of Washington students are expected to practice high standards of academic and professional honesty and integrity.

Academic misconduct is best prevented up front, with clear guidelines. The course syllabus is a great tool to use as it serves as the class policy statement. Instructors are encouraged to write a policy statement in their syllabus about their expectations regarding plagiarism, cheating, and unauthorized collaboration.

Additionally, they should remind students before the first assignment about the expectations regarding academic integrity and let students know what the consequences are of engaging in academic misconduct.

REPORTING

Each college or school has a designated person to act on behalf of the Dean of the School or College to address academic misconduct under the Student Conduct Code, WAC 478-121. Community Standards & Student Conduct (CSSC) can help you get connected with the right contact in each school or college.

For the College of Arts and Sciences, the Dean's Designee is Elizabeth Lewis, Director of Community Standards & Student Conduct. To submit reports of academic misconduct for students who are enrolled in the College of Arts and Sciences, visit the CSSC webpage to report online:
www.uw.edu/cssc/report-it

ACADEMIC MISCONDUCT DEFINITIONS

- **"Cheating,"** which includes, but is not limited to:
 - The use of unauthorized assistance in taking quizzes, tests, or examinations, or completing assignments;
 - The acquisition, use, or distribution of unpublished materials created by another student without the express permission of the original author(s);
 - Using online sources, such as solution manuals, without the permission of the instructor to complete assignments, exams, tests, or quizzes; or
 - Requesting, hiring, or otherwise encouraging someone to take a course, exam, test, or complete assignments for a student.
- **"Falsification,"** which is the intentional use or submission of falsified data, records, or other information including, but not limited to, records of internship or practicum experiences or attendance at any required event(s), or scholarly research.
- **"Plagiarism,"** which is the submission or presentation of someone else's words, composition, research, or expressed ideas, whether published or unpublished, without attribution. Plagiarism does not encompass unacknowledged submission or presentation of information that is generally known and widely accepted by educated members of a discipline. Plagiarism includes, but is not limited to:
 - The use, by paraphrase or direct quotation, of the published or unpublished work of another person without full and clear acknowledgment; or
 - The unacknowledged use of materials prepared by another person or acquired from an entity engaging in the selling of term papers or other academic materials.
- **Unauthorized collaboration.**
- Engaging in behavior specifically prohibited by an instructor in the course of class instruction or in a course syllabus.
- **Multiple submissions** of the same work in separate courses without the express permission of the instructor(s).
- Taking deliberate action to destroy or damage another's academic work in order to gain an advantage for oneself or another.
- The recording of instructional content without the express permission of the instructor(s), unless approved as a disability accommodation, and/or the dissemination or use of such unauthorized records.

REPORTING

Here are a few things that should be shared when reporting alleged misconduct:

- Instructor's name, position, and the course in which the alleged misconduct took place.
- The names of the student allegedly engaged in misconduct, including their student number.
- Any other individuals in a position to assist in the investigation or who can serve as a witness to the misconduct.
- Particulars of the situation which would be helpful to consider (such as observations of the student behavior, admissions or denials of responsibility by the student, information about the assignment, or any background about the relationship with the student).
- The following types of documentation are useful to submit when making a report:
 - Syllabus, assignment/exam information, and other related course materials
 - The student's work (copies are acceptable; however, if the evidence does not reproduce well, originals may be necessary) and other related materials
 - Original sources if the incident involves plagiarism
 - Annotated remarks including diagrams or data to further elaborate on the alleged misconduct.



PROCEDURES



For most cases, the student conduct process includes the following steps:

- The student will be contacted and informed about the upcoming conduct proceedings.
- During the investigative interview, the student will be informed of their rights as specified in the Student Conduct Code and be presented with allegations of misconduct made by the instructor.
- During the investigative interview, the student will then be asked to share their side of the incident, present evidence and share the names of witnesses for further consideration during the fact finding process.
- At the end of the fact finding process, the Conduct Officer will make a determination if the student is responsible for violating the Student Conduct Code based on the Preponderance of Evidence standard.
- The student will receive written notification of the decision and if found responsible, information about sanctions and the administrative review process. The instructor will also be notified of the outcome.

Note: Some colleges have hearing boards, comprised of students and/or faculty members to hear academic misconduct cases.

SANCTIONS

Under the Student Conduct Code, grades are not a sanction. Grading is the purview of the instructor. The behavior may be addressed with any one of the following sanctions (WAC 478-121-210). For first time violations it is most common to receive a Disciplinary Reprimand or Disciplinary Probation. However if the student has multiple violations or the initial violation is severe or egregious, a more severe disciplinary action may be imposed. Students have a right to request an administrative review of ALL disciplinary sanctions.

Disciplinary Reprimand: A student may be issued a written disciplinary reprimand.

Restitution: A student may be required to make restitution for damage or other loss of property and for injury to persons.

Disciplinary Probation: A student may be placed on disciplinary probation (meaning formal conditions are imposed on the student's continued attendance). The time period for the disciplinary probation and any conditions shall be specified. Failure to fulfill conditions of the disciplinary probation in a timely manner will extend the probationary period (and the conditions) and may result in additional disciplinary sanctions.

Loss of Privileges: A student may be denied specified privileges for a designated period of time such as the privilege to participate in a particular campus activity and may be restricted from any or all University premises for a specific duration.

Suspension: A student may be suspended (i.e., temporarily separated) from the University for a specified period of time. Conditions of suspension may be imposed and will be specified. Except as otherwise specified in the final order, all conditions must be fulfilled before the end of the suspension period. Failure to fulfill all conditions of suspension in a timely manner will extend the suspension period and any conditions, and may result in additional disciplinary sanctions.

Dismissal: A student may be dismissed (i.e., permanently separated) from the University.

GRADES

It is common practice at the University of Washington to withhold a grade for any examination or assignment which is suspected of academic misconduct. The instructor should tell the student that the grade is being withheld as a result of suspected academic misconduct and that the case will be referred to the dean's representative for the College in which the student is enrolled.

If the case is not resolved by the end of the term, an X (leaving a grade unreported) should be turned in for the course until a decision is made.

If the student is found not responsible, the faculty member should reinstate the grade the student would have received if the misconduct charges were not submitted.

OTHER CORE FUNCTIONS OF CSSC

- CSSC serves as a respondent resource and offers support and information to students named as respondents in a student conduct proceeding, including matters being investigated by the Title IX Investigation Office.
- CSSC is a part of a University-wide Consultation & Assessment Team (CAT) sponsored by the Division of Student Life. This team includes members from Health & Wellness, the Counseling Center, UWPD, Residence Life, and others concerned about student safety and welfare. If you are concerned about a student, please contact CSSC.
- CSSC oversees disciplinary records and provides verification of good standing for students transferring to other universities, applying for graduate school or participating in a study abroad experience.
- CSSC works with students living in the North of 45th Neighborhood area, along with year-round residents of University Park, to ensure that a safe and respectful neighborhood environment is created for all who live there.

RESOURCES

Community Standards & Student Conduct

Schmitz 447

Box 355836

206.685.6194

cssc@uw.edu

For additional information about the Student Conduct Code and Process, please visit www.uw.edu/cssc

Information about how to prevent academic misconduct can be found at www.uw.edu/cssc/faculty-resources/tips-for-preventing-cheating/

Contact information for representatives of Colleges is located at www.uw.edu/cssc/faculty-resources/who-to-contact/