The College of Education, the University of Washington, the State of Washington and the field of education hold very rigorous expectations regarding academic integrity – including, but not limited to, cheating and plagiarism.

The University of Washington defines plagiarism as:
- Using another writer's words without proper citation;
- Using another writer's ideas without proper citation;
- Citing your source but reproducing the exact words of a printed source without quotation marks;
- Borrowing the structure of another author's phrases or sentences without crediting the author from whom it came;
- Borrowing all or part of another student's paper or using someone else's outline to write your own paper;
- Using a paper writing "service" or having a friend write the paper for you; or
- In a practicum or service learning experience, using experiences or anecdotes you heard from another student, but presenting them as your own.

Additionally, the University notes that cheating can take place in several different formats:
- Unauthorized Multiple Submissions - the practice of submitting a single assignment for credit in two different classes (in the same quarter or in different quarters). You must confirm with both instructors and/or your faculty advisor before engaging in this practice.
- False Reporting – the falsification or misrepresentation of data and experiences.
- Exams – copying another student’s exam, using notes without permission, getting an unauthorized advanced copy of the exam or hiring a surrogate test-taker.
- Unauthorized Collaboration – two or more individuals working together on individual assignments such as homework and writing assignments including copying answers, sharing an outline or online exams unless explicitly directed by or arranged with the instructor.

Suspected or Proven Policy Violations:
What Instructors Can Do & What Students Can Expect

As an Instructor:
1. **Be clear about expectations.** Academic misconduct is best prevented proactively by presenting clear guidelines in your syllabus. We strongly recommend that you use the attached Academic Integrity Statement for Syllabi as a place to begin, but also remind students before their first assignment about your expectations regarding citations and working together. Also important is to inform students about the consequences of academic misconduct should it occur.
2. **If you suspect academic misconduct.** A first step is to communicate with the student in person (preferred) or by email to explain your concern. When communicating with the student, present the information that made you suspect academic misconduct; also ask her/him for an explanation of what transpired. Explain to the student that she/he has the right to speak directly with a Dean’s Representative if she/he does not want to interact with you about the matter. Feel free to contact a Dean’s Representative to seek advice if needed prior to the conversation with the student.
3. **Refer the matter to a Dean’s Representative.** If you continue to suspect academic misconduct even after hearing the student’s explanation, refer the matter to a Dean’s Representative (the Associate Dean of Undergraduate Studies, the Associate Dean of Graduate Studies, or the Assistant Dean for Academic & Student Affairs) within ten (10) days using the Report of Alleged Academic Misconduct. You must notify the student in writing that the matter has been referred to the Dean's Representative for further action, and that the Dean’s Representative will contact the student to schedule an informal hearing. Also forward all information that made you suspect academic misconduct, as well as all email...
exchanges with the student to the Dean’s Representative.

4. **Delay assigning a grade.** For the assignment in question (and/or the course, if near completion) do not assign a grade until notified by the Dean’s Representative that the academic misconduct process is completed. If the student is found responsible for academic misconduct you may take that into account as you grade the assignment (possibly resulting in a grade of zero). If the student is found not responsible for academic misconduct, you must grade the assignment as it would have been graded had there not been a suspicion of academic misconduct.

As a Student:

1. **If you are suspected of academic misconduct,** you may be contacted by your instructor, TA, and/or a Dean’s Representative to discuss the matter. If you would prefer not to discuss it with your instructor, you may request to proceed directly to an Informal Hearing with a Dean’s Representative. Similarly, your instructor may choose to immediately refer the matter to a Dean’s Representative rather than meeting with you first.

2. **If your instructor refers the matter to a Dean’s Representative,** you will be contacted to schedule an Informal Hearing, at which time you will be asked to share your view of what happened.

3. **You will have the right to appeal any sanctions imposed.** Students may appeal the finding of the University Disciplinary Committee or of an Informal Hearing within 21 business days of receiving the notification of the outcome (or 25 calendar days from the date it is mailed). Students should refer to information about the Conduct Process in the Office of Community Standards and Student Conduct for more information about submitting an appeal.

4. **You will not receive a grade on the assignment in question or for the course until the academic misconduct hearing process is complete.** If you are found responsible for academic misconduct, the grading of the assignment involving academic misconduct will be determined by the course instructor and may include a zero on the assignment, which may result in a failing final course grade.

5. **If you are found not responsible for academic misconduct,** you will receive the grade you would have received had the suspected misconduct not been reported.

The Role of the Dean’s Representative:

1. **Notify the student of the Informal Hearing.** After reviewing the information furnished by the instructor, the Dean’s Representative will contact the student via email and notify her/him to schedule an Informal Hearing. The Dean’s Representative will also provide information to the student about the UW Student Conduct Code and the process for appeals. Students who fail to schedule an Informal Hearing by the deadline specified in the email (no more than five business days after receipt of the email) or who fail to attend a scheduled Informal Hearing will retain the right to appeal the outcome of the Informal Hearing to the University Disciplinary Committee.

2. **Hold the Informal Hearing.** The Dean's Representative will conduct an informal hearing that includes the following procedural steps:
   - Reviewing a description and supporting information of the matter from the instructor;
   - Asking the student to share her/his perspective on the matter, and/or to present additional information.

3. **Consult with the Office of Community Standards and Student Conduct.** The Dean’s Representative will consult with the Office of Community Standards and Student Conduct to determine whether or not the student has been found responsible for misconduct previously. Previous findings of responsibility may not be used to determine responsibility for the suspected academic misconduct, but may be used to determine sanctions should a finding of responsibility occur.

4. **Recommend an outcome.** Based on the information presented in the hearing, the Dean’s Representative must notify the student of the outcome of the Informal Hearing within ten (10) business days, taking one of the following actions. The notice to the student must include information about her/his right to an appeal.
   - Determine that the student is not responsible for academic misconduct. In this case all records of the matter will be expunged.
   - Determine that the student is responsible for academic and assign a sanction. Possible
disciplinary sanctions are specified in the UW Student Conduct Code and may include warnings, probation or suspension, or – in the event of severe or repeated violations – dismissal from the University.

- Refer the matter to the University Disciplinary Committee or the Faculty Appeals Board (note that sanctions of probation or suspension are automatically referred to the Faculty Appeals Board).

5. **Inform others of the outcome.** In addition to the student, the Dean’s Representative must also notify the instructor of the outcome of the Informal Hearing. In the event that the student is found responsible for academic misconduct, the Dean’s Representative must also notify the Director of the Office of Community Standards and Student Conduct.

**Confidentiality & Recordkeeping**

1. If a student is found *not responsible* for academic misconduct, all records of the matter will be expunged.
2. If a student is found *responsible* for academic misconduct, the Dean’s Representative will maintain a record of the matter, including all information provided by the instructor, all correspondence with the instructor, and all correspondence with the student. Such records will be maintained for seven years in accordance with UW records retention policies.

**More Information & Resources on Academic Integrity**

**Student Resources:**

- UW Bothell & Cascadia College (**Academic Integrity and Plagiarism Prevention Resources**): [http://guides.lib.uw.edu/bothell/ai](http://guides.lib.uw.edu/bothell/ai) (see the drop-down menu on the left)
- UW Libraries (**Citation Styles & Tools**): [http://guides.lib.uw.edu/research/citations](http://guides.lib.uw.edu/research/citations)

**Faculty Resources:**

- Office of Community Standards and Student Conduct (**Academic Misconduct**): [http://www.washington.edu/cssc/faculty-resources/academic-misconduct/](http://www.washington.edu/cssc/faculty-resources/academic-misconduct/)
- Office of Community Standards and Student Conduct (**Tips for Preventing Cheating**): [http://www.washington.edu/cssc/faculty-resources/tips-for-preventing-cheating/](http://www.washington.edu/cssc/faculty-resources/tips-for-preventing-cheating/)
**Academic Integrity Policy:** The College of Education holds very high standards regarding academic integrity. Work submitted in this course must be the product of your own original effort. When you incorporate the works, words, or ideas of another, you must provide proper citations. If you are concerned about plagiarism, have questions about legitimate forms of collaboration, or are unclear about appropriate methods of citation, consult a style manual or the instructor. Along with plagiarism and unauthorized collaboration, other forms of academic misconduct include (but are not limited to) falsifying attendance records and submitting the work of others as if it were your own. Violations of the Academic Integrity Policy will result in sanctions that can range from disciplinary warning, to probation or suspension, to – in the event of severe or repeated violations – dismissal from the University. For more information please refer to the College of Education’s Academic Integrity Policy and related procedures: [http://education.uw.edu/my-coe/current-students/academic-policies](http://education.uw.edu/my-coe/current-students/academic-policies).

**Notice – Turnitin:** The University has a license agreement with Turnitin, an educational tool that helps prevent or identify plagiarism from Internet resources. Your instructor may use the service in this class by requiring that assignments are submitted electronically to Canvas to be checked by Turnitin. The Turnitin Originality Report will indicate the amount of original text in your work and whether all material that you quoted, paraphrased, summarized, or used from another source is appropriately referenced. For a more detailed look at this process, visit [http://www.turnitin.com](http://www.turnitin.com).
University of Washington
College of Education
Report of Alleged Academic Misconduct

Note: This is an educational record and the student has the right to view it.

-- CONFIDENTIAL --

Date of alleged academic misconduct: ________________________________

Date of written notification to student of alleged academic misconduct:________________________

Date of Meeting with Student (if meeting held): ________________________________

Student’s Name: ___________________ Student ID #: ___________________

Student’s Academic Program: ____________________________________________

Course: ______________________ Quarter & Year: __________________________

Type of assignment or exam: _____________________________________________

Instructor’s Name: _______________________________________________________

Instructor’s Phone #: ___________________ Instructor’s UW Email: ________________

CHECK LIST OF INCLUSIONS/ATTACHMENTS:

☐ Brief statement of alleged academic misconduct (attach additional pages as needed).
  ________________________________________________________________
  ________________________________________________________________
  ________________________________________________________________
  ________________________________________________________________

☐ Copies of any emails exchanged with student regarding the allegation.

☐ Original assignment or exam.

☐ Copy of syllabus.

☐ IMPORTANT: I have explained the academic misconduct allegation described above and have notified the student that I am referring the case to a Dean’s Representative for an Informal Hearing.

Upon completion forward this form and all attachments to a Dean’s Representative:

  • Assistant Dean for Academic & Student Affairs, or
  • Associate Dean for Graduate Studies, or
  • Associate Dean for Undergraduate Studies

Questions? Contact the Office of Student Services, edinfo@uw.edu or 206-543-1747.