



Office of Judicial Affairs Academic Misconduct Policy and Procedures

Academic misconduct violates University Regulation 102.01: "dishonesty such as cheating, plagiarism, altering graded examinations for additional credit, or having another person take an examination for you." Discipline for academically dishonest behaviors is exercised on two levels:

1. The professor of the course has the authority to handle an incident of student misconduct directly, by any of the following means: a) written or verbal reprimand, b) assignment of additional work, c) reexamination, d) exclusion from the course (i.e. failing the entire course), e) lowering the grade. If the professor elects to impose any or all of these remedies he/she must notify both the student and the department chairperson and submit a Report Form for Academic Misconduct to the Office of Judicial Affairs by going on: <http://judicialaffairs.sa.ucsb.edu/securelogin.aspx>.
2. If the professor chooses to do so she/he will recommend the action be taken by the Student-Faculty Committee on Student Conduct. Administrators and staff members are also encouraged to report incidents of student misconduct, should they know of a conduct code violation. The Office of Judicial Affairs will investigate allegations referred to the committee. A hearing officer will interview the reporting party, all witnesses, and any person(s) alleged to have violated University regulations. All persons accused will be informed in writing of the nature of the charge, his/her rights, and the procedures to be followed. If the preliminary investigation does not result in the withdrawal of the charges, either the Student-Faculty Committee on Student Conduct or a University hearing officer will hear the case. Persons involved in the conduct hearing process have the following rights and responsibilities:

The student:

1. Shall be served with a written notice of the specific charges, the time and place of the hearing, and a copy of the procedures, which will govern the hearing at least five calendar days prior to the hearing.
2. May be accompanied by an advisor or an attorney. However, students will be expected to speak for themselves.
3. Is entitled to be present during the hearing while evidence is being presented and may remain until the committee or hearing officer begins deliberations.
4. Shall have the right to produce witnesses and confront and question all witnesses.

The hearing body:

1. Shall base its finding upon the preponderance of evidence.
2. Shall make all decisions by majority vote.
3. Shall submit its findings and recommendations within five working days following the conclusion of the hearing.
4. Shall keep summary minutes of the hearing, which will be available to the student upon request within seven working days following the hearing.

The student shall be mailed written notice within five working days following the hearing informing him/her of any recommendations made as a result of the hearing body's deliberations, including recommended sanctions, if applicable. Student appeals must be made in writing and submitted within ten working days after notification of the imposition of sanctions by the Dean of Students or Vice Chancellor of Student Affairs.

Sanctions

Individuals found responsible of violating University policies or regulations may receive the following sanctions:

Warning:

Written notice to the student that continued or repeated violations of specified policies or regulations may be cause for further disciplinary action.

Disciplinary Probation:

A status imposed for a specified period of time during which a student must demonstrate conduct that conforms to University standards of conduct. Conditions restricting the student's privileges or eligibility for activities may be imposed. Misconduct during the probationary period or violation of any conditions of the probation may result in further disciplinary action, normally in the form of suspension or dismissal.

Loss of Privileges and Exclusion from Activities:

Specific exclusions or loss of privileges will be at the Dean's discretion and will be for a specified academic term or terms.

Suspension:

Termination of student status for a specified term or term.

Dismissal:

Termination of student status for an indefinite period. Students who are dismissed may not return to UCSB without the express permission of the Chancellor.

Maintenance of Disciplinary Records

Disciplinary records will be maintained in the Office of Judicial Affairs for five years and then destroyed unless the Dean of Students determines there is good reason to retain the records beyond that date.

In order to ensure that minor and non-recurring infractions do not negatively impact the student's academic career beyond UCSB, the appropriate committee will review all disciplinary records in order to determine whether the student's records should be expunged. A student may petition for such review two years from the date of the initial sanction was imposed, or upon graduation from the University, whichever comes first. It is fairly common for potential employers, governmental agencies, or other institutions of higher education to solicit information about a student's conduct while attending UCSB. If the student has signed a release form accompanying such a solicitation, the Office of Judicial Affairs will review the disciplinary records file to determine if the student has been found responsible of misconduct. In those cases where the student has such a record, the information will be provided to the requesting party.

Responsibilities

All citizens of the academic community have a responsibility to insure that scholastic honesty and integrity are safeguarded and maintained. Cheating and plagiarism are unfair, demoralizing and demeaning to all of us. Students are expected to:

1. Refrain from cheating and plagiarism
2. Refuse to aid or abet any form of academic dishonesty
3. Notify professors during an examination (or immediately after) about any observed incident of cheating

This publication focuses solely on those codes of conduct related to academic dishonesty. For a more detailed discussion and further information about the University regulations and procedures concerning all forms of misconduct please visit <http://judicialaffairs.sa.ucsb.edu/index.aspx>.

Copies of this document are available, free of charge, in the Office of Student Life (805-893-4569) or online at: <http://judicialaffairs.sa.ucsb.edu>.