

Academic Integrity/Honesty

The purpose of this section is to assist faculty in creating an atmosphere that promotes academic integrity among students at The University of New Mexico. In furtherance of this goal, faculty are encouraged to educate students as to the definition of academic dishonesty, the procedures for addressing academic dishonesty, and the consequences of such behavior.

Faculty can play a major role in assisting students to understand the importance of academic integrity. An explanation of various forms of academic dishonesty can give students a clear understanding of the expectations for their academic work at The University of New Mexico.

Academic dishonesty is a violation of UNM's [Student Code of Conduct](#). Academic dishonesty as defined by that code, includes, but is not limited to:

"dishonesty in quizzes, tests or assignments; claiming credit for work that is not one's own; hindering the academic work of other students; misrepresenting academic or professional qualifications within or without the University; and nondisclosure or misrepresentation in filling out applications or other University records."

Prevention Techniques

Faculty members have found that some of the following suggestions have been beneficial in addressing academic dishonesty and preventing its occurrence.

Outline your expectations:

- Discuss academic dishonesty as outlined in the Student Code of Conduct.
- Reaffirm the importance of academic integrity within the educational process.
- Present an appropriate ethical model for students.
- Create an environment that encourages academic honesty and fairness.
- Follow-up on cases where you suspect academic dishonesty.
- Address the issue in the class syllabus.

Utilize appropriate classroom techniques to help PREVENT academic dishonesty:

- Maintain control of exams by collecting all of them after each exam, or rewriting exams each semester (some student organizations may keep test files).
- Keep your exams in a secure part of your office and try to eliminate "waste" copies which may surface later.
- For large classes or multiple sections, faculty may want to use multiple forms of the examination.
- Utilize proctors to assist in large classes.

- Distribute the weight given to each examination/paper so students are not as tempted to cheat.
- Do not utilize undergraduate students to type or duplicate examinations.
- Check student's identification (photo ID) and have students sign the answer sheet when turning in the examinations, so signatures can be compared.

Procedures

If a faculty member believes that a student has violated academic dishonesty guidelines set forth within their course, the faculty member should follow procedures published in [The UNM Student Pathfinder](#). According to these procedures, when a violation appears to have occurred within an academic process, the following should take place:

- Prior to making a decision, the faculty member will discuss the apparent violation with the student and give them a chance to explain.
- After the discussion, the faculty member may drop the matter if the violation is unfounded.
- Faculty may also impose a grade reduction up to an "F" in the course and/or involuntarily withdraw the student from the course. It is best to consult with the Chair or Dean of your department to levy a sanction that is appropriate and consistent with previous occurrences.
- The faculty member is strongly encouraged to report the matter to the Dean of Students Office by using the Faculty Adjudication Form (provided by that Office) or by sending written documentation of the incident (*See Appendix A: Faculty Adjudication Form*).
- A faculty member can request to have the Dean of Students Office keep a record of the incident or pursue the situation as a violation of the UNM Student Code of Conduct. This decision is typically up to the faculty member, unless there has been a previous incident of academic dishonesty or the incident calls for further action.
- A student may appeal a faculty-imposed sanction to the Department Chair, Dean of College, and the Provost as provided in the [Academic Student Grievance Procedure: Article 2](#) found in the UNM Pathfinder.
- The Dean of Students Office will not weigh in or influence grading decisions.

Under the Student Code of Conduct, additional disciplinary action may be initiated by the Dean of Students Office, particularly in overt cases of academic dishonesty, or if the student has a previous offense on file. Should a faculty member wish to view the procedures the student may encounter through the Dean of Students Office, please view the UNM [Student Code of Conduct](#) or the [Faculty Handbook: D100](#) Dishonesty in Academic Matters.

Sanctions

The Dean of Students Office has authority to issue non-academic sanctions. Possible sanctions for academic dishonesty include but are not limited to: written warning, disciplinary probation, suspension or expulsion.

Appendix A:



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