Materials
Copies of the quiz to distribute to your students

Introductory Questions
Quickly ask each student in your class to answer the following question: What % of students do you think cheated in your high school?

Given the high % that most of you mentioned, why is it important for us to address the topics of Academic Integrity and Student Rights and Responsibilities at UK?

- Academic integrity is fundamental to scholarly work at the University of Kentucky. The UK Creed includes the following statement: “I promise to pursue all endeavors with integrity and compete with honesty.”
- Cheating is not tolerated in a university community, and the consequences for cheating are much more severe in college than in high school.

Today’s class will help you understand what is permitted and not permitted regarding academic work and what your student rights are. Let’s begin with your rights.

Substantive and Procedural Academic Rights
The most important of a student’s substantive academic rights are the following:

1. A fair and just evaluation of each student’s performance in each course that the student takes at the University of Kentucky. This fair and just evaluation is required to be made on the basis of the standards that are defined in the course syllabus made available to all students on the first day of class.

2. A right to have an absence treated as excused when it meets the standard defined by the rules and a requirement that students may not be penalized for having an excused absence from class.

3. Notice to each undergraduate of the student’s mid-term performance in each course.

4. A right to have course requirements during the last week of classes, the so-called dead week, limited to those permitted by the University’s rules.

5. A right to no more than two final exams on the same day.

The most important of a student’s procedural academic rights are the following:

1. A right to notice and an informal hearing before the course instructor and department chair when a student is accused of an academic offense.

2. A right of appeal to the University Appeals Board to review the decision that a student has committed an academic offense and, in many cases, the penalty that was imposed for the violation.
3. A right to appeal to the University Appeals Board an academic decision, usually the grade awarded, if the student believes that the student’s academic rights have been violated.

4. A right to participate fully in University academics while an academic appeal is pending. There are, though, some exceptions to this right.

The University does not, however, stop at its recognition and protection of these student rights. The University’s Rules also establish important student responsibilities that are closely integrated with these student rights.

University’s rules distinguish between student conduct and student academics:
1. Student conduct rules are defined in the Student Code of Conduct and administered through the Dean of Students Office and Student Affairs.
2. University rules related to academic rights and responsibilities are in the jurisdiction of the Academic Ombud.

**Distribute Quiz (Blank form available at end of this lesson plan.)**
Assign students to work in pairs or small groups. After students complete quiz, address each question, asking students first what they think the correct answer is. Use the quiz answer sheet to guide your discussion of each question.
Academic Rights and Responsibilities Quiz Answer Sheet

1. You are accused of cheating. What is the process you would undertake to help resolve the accusation/situation? From what office would you seek assistance?
You would first meet with the course instructor and the Department Chair. At this meeting, you will have the opportunity to explain your side of the story. If the instructor and Chair decide that you committed an academic offense, you have the right to appeal the decision by contacting the Academic Ombud within 10 days. The Ombud would meet with you and investigate the case. If you decide to appeal the charge, the Ombud would forward the results of the investigation to the Chair of the University Appeals Board who will schedule a hearing. **You MUST NOT drop a course for which you are alleged to have committed an academic offense.**

2. You overhear your roommate giving her user ID and password for a course on Canvas that she is taking. She is giving the information to her friend so her friend can complete the assignment. Is this cheating? What will you do?
It is cheating because one student is completing an assignment for another student. The students are acting together to deceive the instructor about a course submission. Although the University’s rules do not require that the student report this information, the student overhearing the conversation may want to dissuade her roommate or inform the instructor.

3. Which of the following can be a penalty for cheating? (Check all that apply.)
   (X) 0 for an assignment
   (X) XE for a grade (permanent evidence of an academic offense on your transcript)
   ( ) I (on your transcript)
   (X) Suspension
   (X) Expulsion
   (X) An E in course which won’t be noted on transcript as an academic offense

A typical penalty for a first offense is a zero on an assignment or an E in the course, but the penalties can be more severe depending on the nature of the offense. Grade XE represents failure in a course due to an academic offense. It is valued at zero (0) quality points and zero (0) credit hours. The repeat option* may not be exercised for any course in which the grade of XE was received.

*Students may repeat a course three times.

4. You can use the same paper in two different classes.
   ( ) True  ( ) False  (X) Depends
Some programs and courses have explicit rules prohibiting use of papers submitted previously for assignments in another class. Check with the instructor to clarify the rules for a given course. The University Senate supported a rule change in the 2014-15 academic year that treats copying a student’s own work as plagiarism. If you have any questions about whether your submission of course work is permitted, you should ask the instructor.

5. If two lab partners carry out their experiment together, they can write their report together and each submit the same document.

( ) True   ( ) False   (X) Depends

Often group reports are not allowed. Always check with your instructor about class rules relating to plagiarism in lab reports. Submit only your own work unless you are certain that a group submission is permitted.

6. You submitted an ungraded assignment as a draft and you did not reference appropriately material taken from another source. This is plagiarism.

(X) True   ( ) False   ( ) Depends

Any material that a student submits in a course that is graded or otherwise evaluated is subject to the rules of academic integrity. A student may not copy a submitted draft and a student must not plagiarize when submitting a draft for a course. A student must use quotation marks and citations in order to identify the source of words or ideas that are not the student’s own. If you have any questions, talk to your instructor.

7. If you give your lab report (or any assignment) to a classmate who then copies it, you have committed an academic offense.

(X) True   ( ) False   ( ) Depends

True. Both parties have committed an academic offense.

8. It is possible for students to fail a course when they commit their first academic offense.

(X) True   ( ) False

The University’s rules require that the minimum penalty for an academic offense is that the student receive a zero for the assignment on which the offense occurred. An instructor has the option to impose a more stringent penalty, including a failing grade for the course.

9. If you copy a lab report from a student organization’s “test bank,” you’ve committed an academic offense.

(X) True   ( ) False   ( ) Depends

Copying the lab report from the test bank is considered plagiarism. The submission of ANY work other than your own can and will result in an academic offense of plagiarism. Canvas uses Turnitin software to determine whether the lab report or other assignment submitted by a student has been copied or plagiarized.
10. You are taking a final exam. You know that your neighbor is copying your exam answers. Both of you can be accused of cheating.

(X) True ( ) False ( ) Depends

True. The key to this answer is that it says “you know.” Cheating includes “giving” material which may aid another person. The fact that “you know” your neighbor is copying leaves you open to a charge of cheating. In this case you should cover your answers and notify the instructor of your suspicions.

11. You sign in your friend’s name on an attendance sheet that is being passed around in class, or you use your friend’s clicker to click-in that she is present in class when she is not. This is misrepresentation, a form of academic dishonesty.

(X) True ( ) False ( ) Depends

6.3.2 Cheating

Cheating is defined by its general usage. It includes, but is not limited to, the wrongfully giving, taking, or presenting any information or material by a student with the intent of aiding himself/herself or another on any academic work which is considered in any way in the determination of the final grade. The fact that a student could not have benefited from an action is not by itself proof that the action does not constitute cheating. Any question of definition shall be referred to the University Appeals Board. [US: 12/12/05]

12. A syllabus must include which of the following items? (Check all that apply.)

(X) General grading criteria (X) Exam dates
( ) Public holiday dates (?) Details on submission of assignments
(?) Make-up policy ( ) Instructor’s educational degrees
( ) Instructor’s home address (?) Attendance policy
(X) Course & instructor demographics (e.g., class title, day, time, and place)
(X) Instructor’s contact information and office hours

The rules do not expressly require that a syllabus contain some of the listed types of information. A key consideration in determining whether the syllabus must contain certain information is whether or not the item, such as attendance policy, is evaluated and included in the grading.

13. An instructor can change the grading scale midway through the course.

( ) True (X) False ( ) Depends

The Senate Rule (below) does not provide for this. When unforeseen circumstances necessitate changes, those should be negotiated with the class and reflect the nature of the circumstances necessitating the change. For example, a severe winter storm causing cancelation of classes on exam day would necessitate a change in the exam date or perhaps result in a take-home exam.

6.1.1 Information about Course Content

Students have the right to expect the course to correspond generally to the description in the official Bulletin of the University of Kentucky and the right to be informed in writing (in the course syllabus) at the first class meeting about the nature of the course—the content, the activities to be evaluated, and the grading practice to be followed. Whenever factors such as absences or late papers will be weighed in determining grades, a student shall be informed. All students must be informed in writing of the course content and other matters
listed in this rule at no cost to the student. Syllabi may be posted electronically; this must be done by the first class meeting of the semester and the syllabus must remain available there for the entire semester. All students officially enrolled in a course shall, upon request, be provided a copy of the course syllabus free of charge. [US: 2/11/80; RC: 11/20/87]

14. Your instructor must post your mid-term grade online.
(X) True ( ) False ( ) Depends

University Rule 6.1.3, which is quoted below, requires that instructors inform undergraduate students of their mid-term grades. Many faculty provide this required notice by posting each student’s grade online.

6.1.3 Academic Evaluation [US: 12/5/83]
A. All teachers must inform the undergraduate students in their courses of their current progress based on the criteria in the syllabus before the following dates: [US: 2/14/94; US 4/10/00; US: 2/27/08]
   1. the end of the ninth week for the fall or spring semester;
   2. the third day of the fifth week for the eight-week summer term;
   3. the second day of the third week for the four-week summer term.

15. Your mother or father can call your instructor and inquire about your grade.
( ) True ( ) False (X) Depends

In general, FERPA (the Family Education Rights and Privacy Act) prohibits the University from sharing your academic record with your parents. However, if you give permission, your instructor may talk to your mother or father about your grades. In addition, if you are under 18 or financially dependent upon your parents, FERPA authorizes them to obtain information about your academic progress without your consent.

16. During Dead Week, which of the following activities are allowed:
( ) “Take Home” final due ( ) Written exam
(X) Review session ( ) Quizzes
(?) Project/lab practical/paper/presentation deadlines
(X) Make-up exams & quizzes

Take home finals may not be due before the regularly scheduled final examination period for that course. Examinations, quizzes, projects, lab practicals, papers, and presentations may not be scheduled during Dead Week if the course has a final exam (or an assignment that acts as a final exam). Assignments may be allowed if there is no final examination during finals week. The senate rule allows for routine homework to be required if the assignment is listed in the syllabus.

17. Which of the following may not be an excused absence? (Check all that apply.)
( ) A trip to New York with your class (X) Sibling’s wedding
(X) A trip to Cincinnati with your roommate ( ) Major religious holidays
( ) Significant illness of student (X) Away football game
( ) Significant illness of immediate family member
( ) Death in the student’s household or immediate family (permanent or campus)
(X) Doctor’s appointment in your hometown (physical, eye, or dermatology exam)
Athletes participating in an intercollegiate sporting event can get excuses through the Athletic Department; fans cannot. Medical exams that are not emergencies would not be considered excused unless the instructor allows them. Below are the excused absence rules.

5.2.4.2  **Excused Absences** [US: 11/11/85; 2/9/87; 4/12/04]
A student shall not be penalized for an excused absence. The following are defined as excused absences:

A.  **Significant illness of the student or serious illness of a member of the student’s household (permanent or campus) or immediate family.** The Instructor of Record shall have the right to request appropriate verification.

B.  **The death of a member of the student’s household (permanent or campus) or immediate family.** The Instructor of Record shall have the right to request appropriate verification. For the purpose of this rule, immediately family is defined as spouse or child or parent (guardian) or sibling (all of the previous include steps, halves and in-laws of the same relationship); and grandchild or grandparent

C.  **Trips for members of student organizations sponsored by an educational unit, trips for University classes, and trips for participation in intercollegiate athletic events, including club sports registered with the university as well as varsity sports.** When feasible, the student must notify the Instructor of Record **prior to** the occurrence of such absences, but in no case shall such notification occur more than one week after the absence. Instructors of Record may request formal notification from appropriate university personnel to document the student’s participation in such trips.

D.  **Major Religious Holidays.** Students are responsible for notifying the Instructor of Record **in writing** of anticipated absences due to their observance of such holidays no later than the last day for adding a class.

E.  **Any other circumstances which the Instructor of Record finds reasonable cause for absence.** [US: 4/23/90]

18. **An instructor can prohibit the use of cell phones, lap tops, or other electronic devices during class.**
(X) True   (   ) False   (   ) Only if the syllabus says so

Article 2, section 7 of the Student Code states that the primary responsibility of managing the class rests with the faculty member. This includes setting standards for acceptable behavior in the classroom. Disruptive behavior impedes, impairs or disrupts university missions, processes or functions or interferes with the rights of others. However, there are exceptions such as when a student has documentation from the Disability Resource Center to use electronic devices for accommodation purposes.

19. **An instructor can ask you to leave class because of disruptive behavior.**
(X) True   (   ) False

20. **Which of the following could be considered disruptive behavior?**
(X) Loud or distracting noises
(X) Repeatedly answering cellular phones or allowing pagers to beep
(X) Exhibiting erratic, irrational behavior
(X) Persisting in speaking without being recognized
(X) Repeatedly leaving and entering the classroom without being authorized
(X) Working on or reading materials that are not germane to the class  
(X) Making physical threats or verbal insults to the faculty member or other students.  
( ) None of the above

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21. What types of problems does the Ombud Office handle? (Check all that apply.)

( ) Tuition problem  
(X) Admission/registration problems  
(X) Grade disputes  
(X) Fear of retaliation  
( ) Complaints about parking  
(X) Disability accommodation issues  
( ) Poor Rupp Arena b-ball seats  
(X) Perceived favoritism  
(X) Cross-cultural misunderstandings/personality conflicts  
( ) Disciplinary matters  
(X) Charges of and sanctions resulting from plagiarism or other academic offenses  
( ) Sex/race/sexual orientation/nationality/age/religion/disability discrimination or harassment

Issues coming to the Ombud office are rarely clear cut. The guiding principle in determining whether the case is one to be handled by the Academic Ombud is whether or not the issue is an academic issue. Grade disputes clearly have an academic connection. It is hard to imagine that a case could be made that seating in Rupp Arena has an academic connection. Disciplinary matters might be connected (i.e., a ruling that student A must stay away from student B might require that one or the other shift class sections). This is an opportunity for some good discussion rather than trying to determine a “correct” score. When in doubt, ask the Ombud whether or not your case will be considered by him or her.

22. If my academic rights have clearly been violated, the Academic Ombud will rule in my favor and I will not have to go to the Appeals Board.

( ) True  
( ) False  
(X) Depends

In our system the Academic Ombud is not empowered to impose a solution. However, if the violation of rights is clear to all, your case may be resolved without going to the Appeals Board.

23. How can I contact the Academic Ombud?

(X) Go to the office in 109 of Bradley Hall.  
(X) Send an E-mail to Ombud@uky.edu.  
(X) Call the office (257-3737) to arrange a meeting or telephone conversation.

Encourage students to talk to their instructor first and then perhaps visit with other individuals in the department or college (DUS, Chairs, Deans) before taking the issue to the Academic Ombud. Part of the educational experience is learning to negotiate on our own as we are repeatedly challenged to do throughout life. A student is not required to meet with these individuals before seeing the Ombud, but faculty are often more willing to negotiate with a student if they believe the student is making a good faith effort to communicate with them directly.
STUDENT RIGHTS AND RESPONSIBILITIES QUIZ

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8. It is possible for students to fail a course when they commit their first academic offense.
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10. You are taking a final exam. You know that your neighbor is copying your exam answers. Both of you can be accused of cheating.
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11. You sign in your friend’s name on an attendance sheet that is being passed around in class, or you use your friend’s clicker to click-in that she is present in class when she is not. This is misrepresentation, a form of academic dishonesty.
    (   ) True  (   ) False  (   ) Depends

12. A syllabus must include which of the following items? (Check all that apply.)
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   ( ) Charges of and sanctions resulting from plagiarism or other academic offenses
   ( ) Sex/race/sexual orientation/nationality/age/religion/disability discrimination or harassment
   ( ) Admission/registration problems

22. If my academic rights have clearly been violated, the Academic Ombud will rule in my favor and I will not have to go to the Appeals Board.
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