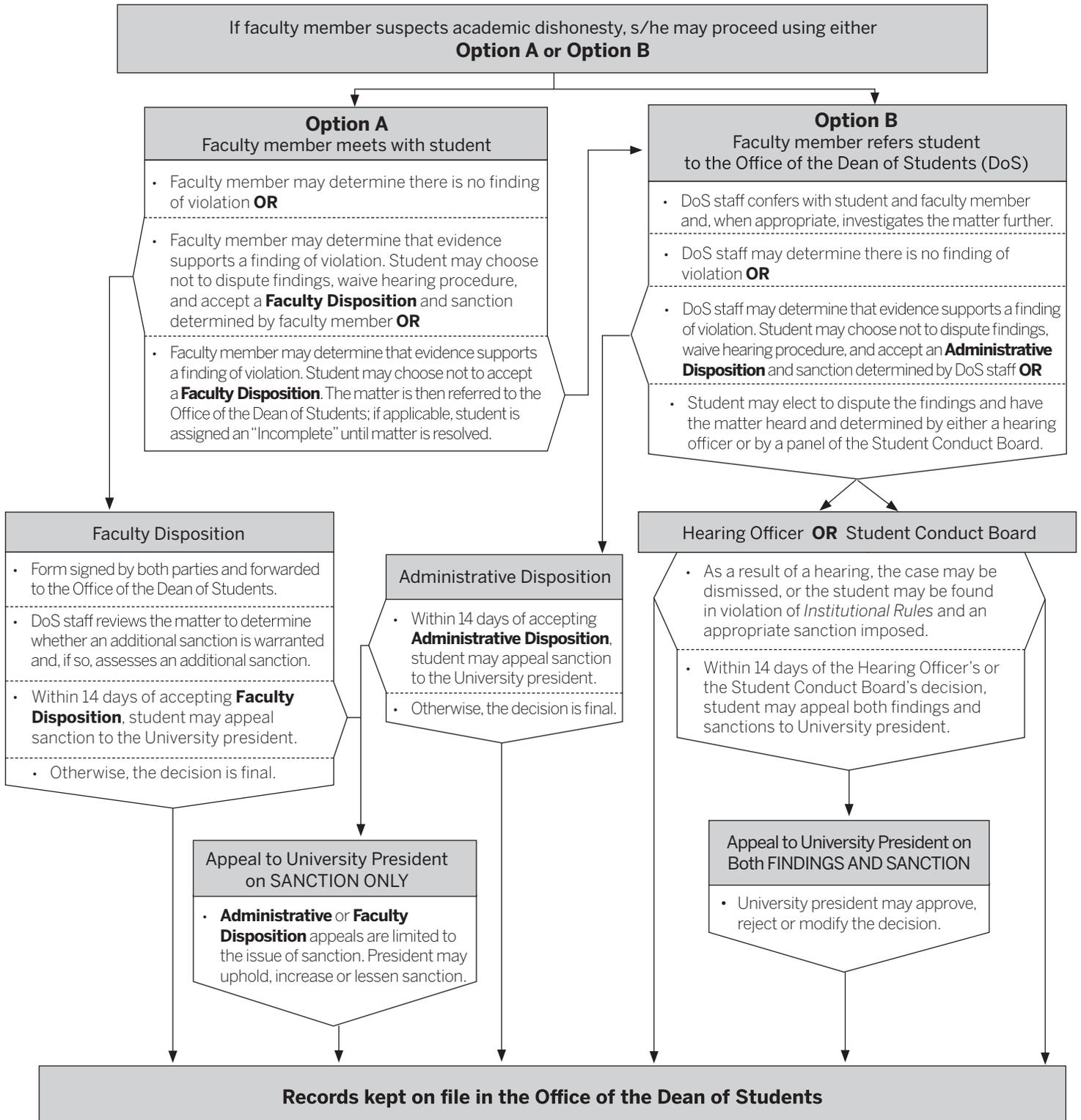


# The Discipline Process: Academic Integrity Violations

This is not an official statement of The University of Texas at Austin's discipline policies and procedures. The official policies are stated in the *General Information* catalog, Appendix C, Chapter 11, available online at [deanofstudents.utexas.edu/sjs](http://deanofstudents.utexas.edu/sjs).



# Avoiding Academic Dishonesty in the Classroom

---

Although course structure may vary by instructor, department and college, the following suggestions are recommended for avoiding academic dishonesty in the classroom:

## Expectations

- Clearly state your expectations of academic integrity
- Outline your academic integrity policy in your syllabus and in class; include the potential consequences students face if accused of engaging in academic dishonesty (e.g., referral to SJS, failure of your course, etc.)
- Consider using the academic integrity information in the Center for Teaching and Learning's Sample Syllabus
- Emphasize that they should carefully read the course syllabus and seek clarification if any confusion exists
- Address issues that have arisen in the past
- Encourage students to practice good time management and organizational skills. If they require additional help in strengthening these skills, refer them to units on campus that can help
- Encourage students to ask for help at the first sign of a problem, before it snowballs into a larger issue

## Assignments

- Remind your students to rely on you or your teaching assistants for clarification on coursework, assignments, projects, or tests; peers often serve as a good source of misinformation
- Require drafts of writing assignments for review
- Tweak your assignments from semester to semester
- Clarify parameters of group work (e.g., is it ok to work with others or is individual work the expectation?; is it OK for students to collaborate via social networking sites?)
- Use computer software (e.g., Safe Assign) to detect plagiarized material in submitted assignments

## Tests

- Check IDs and use multiple versions of tests, if possible
- Ask students to exchange blank blue books prior to starting an exam
- Assign random seats during exams as students enter the classroom
- Consider photocopying exams before returning them to the students
- Require all backpacks and electronics to be stored at the front or back of the room
- Isolate any exams that may be of concern

## Grading

- Use consistent markings on all exams or assignments
- Mark through blank answers or bracket original answers
- Always use the same color pen and consider using an uncommon ink color (e.g, green, purple, etc.)
- Consider grading lab reports in pairs for easy comparison

## Attendance

- Conduct random attendance checks (e.g., i-clicker, sign-in sheet, etc.)

We strongly encourage you to implement any of the recommendations you feel are best suited for your class. By clearly stating expectations, protecting the integrity of your assignments and tests, and utilizing clear, consistent classroom management policies, you will take important steps toward proactively safeguarding your class from academic dishonesty.

Additional resources for faculty are available through the Office of the Dean of Students:

- [deanofstudents.utexas.edu/faculty.php](https://deanofstudents.utexas.edu/faculty.php)
- [deanofstudents.utexas.edu/sjs/for\\_faculty.php](https://deanofstudents.utexas.edu/sjs/for_faculty.php)