Academic Integrity Policy

(Effective August 2023)

In this course and throughout your graduate work, you are expected to demonstrate academic integrity and professionalism at all times. Failure to adhere to the following guidelines will result in penalties which may include receiving a zero on the activity, a failing grade in the course, academic suspension from the university, and/or other consequences as outlined in the UNT Student Standards of Academic Integrity.

Please also note that the Ethics Code for Behavior Analysts (effective January 1, 2022), and the RBT Ethics Code (effective December 28, 2018) address issues related to academic integrity. If this code applies to you, cheating or helping another student to cheat, now or in the future, may lead to reporting of the incident to the Behavior Analysis Certification Board. This applies not only when you are enrolled in the course, but also in the future.

Summary of Academic Integrity Guidelines

1. Students are responsible for reading and adhering to the UNT Student Academic Integrity Policy.
2. Do not give your EUID/password to anyone.
3. Unless otherwise indicated, work independently at all times; do not look at or copy the work of another student, former or current.
4. Do not allow another student, current or future, to look at or copy your work. You are responsible for ensuring computer files related to coursework are password protected.
5. Do not submit written work that is identical or highly similar to websites or published works.
6. Do not submit written work without citing the source of all information.
7. Do not submit written work partially or fully generated by artificial intelligence (e.g., Chat GPT).
8. If you have any questions about these guidelines, please contact the Course Instructor or Graduate Advisor.

Course Activities and Questions

1. Activities should be completed independently with no collaboration or help from any other person. If you have questions about the material, please be sure to contact the Graduate Teaching Assistant or Course Instructor; we would love to help!
2. Do not print, copy, or take screenshots/photos of any questions or answers.
3. Do not give questions or answers to anyone.

Quizzes, Tests, and Exams

1. Testing should be completed independently with no use of books, articles, websites, notes, or other materials.
2. Testing should be completed independently with no collaboration or help from any other person.
3. Do not print, copy, or take screenshots/photos of any questions or answers.
4. Do not give questions or answers to anyone.

Written Assignments and Plagiarism

What is plagiarism?

Plagiarism can take several different forms. Plagiarism occurs when some or all information submitted does not contain a corresponding citation and/or is identical or highly similar in structure or wording to:

1. information found on websites
2. information found in books, journals, manuals, Power Points, or other sources
3. information presented within the course activities
4. information solicited through social media (e.g., Facebook)
5. works written by other students, past or present, at UNT or other institutions
6. works written by non-students, free or for purchase
7. works or portions of works previously written by yourself; this is self-plagiarism
8. works partially or fully generated by artificial intelligence (e.g., Chap GPT)

Avoiding plagiarism

All work must be completed independently and must be your own work in your own words. To avoid plagiarism:

1. Fully paraphrase all information AND provide a corresponding citation that specifies the source.
2. Write papers independently.
3. Do not look at or copy the work of current or former students.
4. Do not allow anyone to look at or copy your assignments, including former, current, or future students.
5. Do not submit work that is highly similar or identical to content found in books, articles, websites, Power Points, etc.
6. Do not submit work partially or fully generated by artificial intelligence (e.g., Chat GPT)

Collaborative Learning

Past students have sometimes found it useful to discuss the course materials and help each other study and learn. However, this type of collaboration should only occur for study purposes. All course work should be completed independently because completing coursework collaboratively is academic misconduct. Specifically, collaboration on written assignments is considered plagiarism, is usually easy to detect, and will result in the **specified penalties for academic dishonesty**.

Respondus Monitor

Respondus flags potential academic misconduct during quizzes and exams. Flagged videos will be reviewed by the course instructor.

To earn points on Respondus Monitor activities, it is necessary to do the following:

- Take a video of your environment when instructed to do so (e.g., complete the Environment Check).
  - Move your webcam so that we can see your desk and everything that you can see while completing the activity.
  - Failing to take an appropriate video of your environment will result in a loss of points or a 0 on the activity.
- Refrain from referring to ANY resources (e.g., course materials, phones, tablets, notes) during the activity.
- Ensure that your entire face is filmed at all times.
- Ensure that your eyes stay on the screen where the test appears. If your eyes need a break from the screen, you can close your eyes.
- Do not disable any settings (e.g., facial detection).
- Do not take notes or photos of items.
- Place your laptop on a firm surface. Do not complete the activity in bed or with the computer on your lap.
- Do not wear hats with a brim extending over your forehead.

Failure to follow these instructions will result in a 0 on the assignment.

Turnitin

Turnitin is an Internet-based plagiarism detection service that is integrated into Canvas. Turnitin is utilized by colleges and universities across the country to check for plagiarism. The software creates a database of information from other papers submitted and information found online to crosscheck students' work.

The software produces a Similarity Score that compares each submission to the database; the score is based on the percentage of the submitted text that matches content already in the Turnitin database. As some overlap is to be expected when students are writing on the same or similar prompts, this score does not mean plagiarism has occurred. It is only used to bring faculty awareness to the possibility of plagiarism. The course instructor will contact students if they believe plagiarism has occurred (see Policies and Procedures below).

Turnitin also has an AI Writing Detection tool. This tool can be used to generate an overall prediction of how much text was generated by AI with 98% confidence (based on data that were collected and verified in the Turnitin AI innovation lab).

Policies and Procedures

Instructor Actions

1. If academic misconduct is suspected by the course instructor, they will notify the student in writing. The email will convey the details of the suspected academic misconduct and will request a conference between the instructor and student to discuss the suspected academic misconduct.
   - Please note that all official communications from the university, including emailed notices such as this, will be sent to students' university-assigned email address. Students are responsible for regularly checking their university-assigned email.
2. If the student accepts the instructor's conference request, a Zoom conference will be scheduled to discuss the suspected academic misconduct.
3. If, after the conference, the instructor determines that the student has not engaged in an act of academic dishonesty, no sanctions will be imposed, and the instructor will immediately notify the student.
4. If the instructor determines upon preponderance of the evidence that the student has engaged in an act of academic dishonesty, the instructor will notify the student in writing as soon as possible.
5. If the student does not respond to the instructor's written communication within five days of the instructor sending the email, the instructor will assess academic penalties in line with the suspected academic misconduct.
6. The instructor will file the required reports and documents with the Office of Academic Integrity.

Student Appeal

1. If a student disagrees with an instructor's determination of academic misconduct or with an academic penalty, the student may submit a written appeal to the instructor's department chair within five days of the date on the instructor's written decision.

2. The student must submit the appeal in writing using the online [Appeal of Academic Integrity Single Violation form](#). The appeal must detail:
   a. Whether the student is requesting appeal of the findings of academic misconduct or the instructor's assigned academic penalty, or both;
   b. the specific basis for the appeal; and
   c. any factual information in support of the student's case, including any specific evidence.

Department Chair Actions

Within ten days of receiving the student's written appeal the department chair will complete these actions:

1. The department chair will issue, based upon the preponderance of the evidence, one of the following findings and supporting rationale to the student and instructor:
   a. The student did not engage in an act of academic dishonesty as determined by the instructor; or
   b. The student did engage in an act of academic misconduct as determined by the instructor and choose to:
      i. Uphold the assigned academic penalty;
      ii. Deny the assigned academic penalty; or
      iii. Modify the assigned penalty.
2. To assist with the appeal review, the department chair may request a written statement from the instructor for review with the student's appeal. The department chair may request additional information, and as appropriate, will meet with the student, the instructor, and other individuals with relevant information.
3. The department chair will complete the online Academic Integrity Single Violation Appeal Finding. A copy of this will be sent to the student's university-assigned email address.
4. The decision of the chair is final.

Multiple Violations

If plagiarism OR Respondus violations occur on more than one assignment in a course, the student will receive an "F" in the course. If plagiarism OR Respondus violations occur in more than one course, the student will be dismissed from the program.

As always, if you have any questions about this information, please let us know.