

# TEXAS TECH UNIVERSITY

## Academic Integrity Violation **Sanction Matrix**



### **Preface regarding this Sanction Matrix**

It is important to note that this sanction grid only applies once a finding of responsibility has occurred. Accordingly, the examples of mitigating and aggravating circumstances provided are examples rather than rules and do not downplay or negate that a violation(s) of University policy(s) that occurred. Different instances of a violation of the same student conduct policy rarely look exactly the same, and thus require detailed analysis and consideration when sanctioning. This analysis must include contemplation of certain case-specific circumstances that either make a violation more or less egregious than other instances of the same violation.

Additionally, prior violation(s) of the Code of Student Conduct may be considered aggravating circumstance(s) that could potentially increase sanction(s) for a current policy violation. The number of prior cases, the egregiousness of past violations, and prior violations for the same offense may also be considered as aggravating circumstances.

**Office of Student Conduct**

## Conduct Violation – Cheating Offenses

### **Definition from Code of Student Conduct**

The definition of the Cheating offenses can be located in the Student Handbook Part II, Section B.

### **Examples**

- Copying from another student's academic work
- Receiving assistance and or seeking aid from another individual on academic work
- Use or possession of material or devices during academic work
- Possessing, using, buying, stealing, transporting, selling, or soliciting academic work or material, including past or current exam material
- Obtaining or coercing another individual to gather or gain access to academic work or material
- Transmitting or receiving information about the contents of academic work with another individual who has or will complete the academic work
- Substituting for another individual or permitting another individual to substitute for oneself to complete course work, including sign in/ register for attendance
- Taking, keeping, misplacing, damaging, or altering the property of the university or of another individual
- Uploading, downloading, or accessing information online without permission
- Falsifying data, reports, and/or other academic work
- Failing to comply with instructions given by the faculty or administrator

### **Range of Appropriate Sanctions**



### **Mitigating Circumstance Examples**

- Evidence of reasonable attempts to prevent cheating (e.g. request to move seats)
- Minor academic work or assignment, as dictated by the course syllabus
- The action or behavior was a minor percentage of the academic work or assignment (e.g. one question on an assignment was copied from another student's work)

### **Aggravating Circumstance Examples**

- Evidence the behavior was planned or premeditated
- Major academic work or assignment, as dictated by the course syllabus
- The action or behavior was a major percentage of academic work or assignment (e.g. copied all of the exam answers from another student)
- The action or behavior occurred on multiple academic works and/or assignments

## Conduct Violation – Plagiarism Offenses

### **Definition from Code of Student Conduct**

The definition of the Plagiarism Offenses 1.b.1-2 can be located in the Student Handbook Part II, Section B, Subsection 1, which are on page 15.

### **Examples**

- Representation or use of another individual(s) words, ideas, illustrations, structure, computer code, or other media as one's own
- Unauthorized submission of a previous academic work in the same or different course (e.g. failure to gain permission from the faculty to reuse partial or an entire previous academic work)
- Failing to properly cite outside resources and/or previous academic work authored by the same student, (e.g. excluding or forgetting in text citation(s) and/or work cited page/section)

### **Range of Appropriate Sanctions**



### **Mitigating Circumstance Examples**

- Evidence of reasonable attempts to prevent plagiarism
- Minor academic work or assignment, as dictated by the course syllabus
- Plagiarized a minor percentage of the academic work or assignment (e.g. one sentence in an essay without proper citation giving credit to the resource used)

### **Aggravating Circumstance Examples**

- Evidence the behavior was planned or premeditated
- Major academic work or assignment, as dictated by the course syllabus
- Plagiarized a major percentage of the academic work or assignment (e.g. Two paragraphs in an essay without proper citation giving credit to the resource used)
- Plagiarized material on multiple academic works and/or assignments

## **Conduct Violation – Collusion Offenses**

### **Definition from Code of Student Conduct**

The definition of the Collusion Offenses 1.c can be located in the Student Handbook Part II, Section B, Subsection 1, which are on page 16.

### **Examples**

- Unauthorized collaboration or assistance on academic work with another individual
- Giving or receiving access to another individual's partial or completed academic work
- Conspiring with another individual to commit a violation of academic dishonesty

### **Range of Appropriate Sanctions**



### **Mitigating Circumstance Examples**

- Evidence of reasonable attempts to prevent collusion
- Minor academic work or assignment, as dictated by the course syllabus
- The action or behavior was a minor percentage of the academic work or assignment (e.g. one question on an assignment was copied from another student's work)
- You were the individual that sent, shared, and/or authored the academic work

### **Aggravating Circumstance Examples**

- Evidence the behavior was planned or premeditated
- Major academic work or assignment, as dictated by the course syllabus
- The action or behavior was a major percentage of academic work or assignment (e.g. copied all of the exam answers from another student's )
- The action or behavior occurred on multiple academic works and/or assignments
- You were the individual that requested, received, and or used in any capacity academic work authored by someone else.

## Conduct Violation – Falsifying Academic Records Offenses

### **Definition from Code of Student Conduct**

The definition of the Falsifying Academic Records Offenses 1.d.1-2 can be located in the Student Handbook Part II, Section B, Subsection 1, which are on page 16.

### **Examples**

- Altering or assisting in the alteration of any official University records
- Submitting false information
- Omitting requested information required for or related to any academic record of the University

### **Range of Appropriate Sanctions**



### **Mitigating Circumstance Examples**

- Evidence of reasonable attempts to prevent alteration or falsification of records
- Evidence that the alteration or falsification of records occurred without the individual's knowledge or permission

### **Aggravating Circumstance Examples**

- Evidence the behavior was planned or premeditated

## Conduct Violation – Misrepresenting Facts Offenses

### **Definition from Code of Student Conduct**

The definition of the Misrepresenting Facts Offenses 1.e.1-3 can be located in the Student Handbook Part II, Section B, Subsection 1, which are on page 16.

### **Examples**

- Providing false grades, resume, or other academic information
- Providing false or misleading information to injure another student academically or financially
- Providing false or misleading information or documentation to receive a postponement or an extension on academic work(s)
- Providing false or misleading information or documentation to receive credit for attendance
- Providing false or misleading information or documentation to obtain an academic or financial benefit for oneself or another individual

### **Range of Appropriate Sanctions**



### **Mitigating Circumstance Examples**

- Evidence of reasonable attempts to prevent submission of false or misleading information or documentation
- Minor academic work or assignment, as dictated by the course syllabus
- Nature and extent of false or misleading information or documentation (minor action or behavior)
- You signed into class and failed to remain the entire time

### **Aggravating Circumstance Examples**

- Evidence the behavior was planned or premeditated
- Major academic work or assignment, as dictated by the course syllabus
- Nature and extent of false or misleading information or documentation (major or multiple actions) (e.g. two falsified doctors notes to excuse class absences)
- You were the individual or played a role in fabricating, altering, misleading, or falsifying documentation for medical excuses and family and personal emergencies

## Conduct Violation – Violation of Professional Standards Offenses

### **Definition from Code of Student Conduct**

The definition of the Violation of Professional Standards Offenses 1.f can be located in the Student Handbook Part II, Section B, Subsection 1, which are on page 16.

### **Examples**

- Any act or attempted act that violates specific Professional Standards or a published Code of Ethics

### **Range of Appropriate Sanctions**



### **Mitigating Circumstance Examples**

- Evidence of reasonable attempts to prevent a violation
- Minor violation, as dictated by the course syllabus, Professional Standards, or a published Code of Ethics
- Nature and extent of the violation (minor action or behavior)

### **Aggravating Circumstance Examples**

- Evidence the behavior was planned or premeditated
- Major violation, as dictated by the course syllabus, Professional Standards, or a published Code of Ethics
- Nature and extent of the violation (major action or behavior)

## Conduct Violation – Unfair Academic Advantage Offenses

### **Definition from Code of Student Conduct**

The definition of the Unfair Academic Advantage Offenses 1.g can be located in the Student Handbook Part II, Section B, Subsection 1, which are on page 16.

### **Examples**

- Any action or attempted action that may result in creating an unfair academic advantage for oneself
- Any action or attempted action that may result in creating an unfair academic advantage or disadvantage for oneself or another individual

### **Range of Appropriate Sanctions**



### **Mitigating Circumstance Examples**

- Evidence of reasonable attempts to prevent the creation or result in an unfair academic advantage or disadvantage
- Minor violation, as dictated by the course syllabus or University policies
- Nature and extent of the violation (minor action or behavior)

### **Aggravating Circumstance Examples**

- Evidence the behavior was planned or premeditated
- Major violation, as dictated by the course syllabus or University policies
- Nature and extent of the violation (major action or behavior)