

# First-Year Writing Academic Integrity Guidelines

Department of English, University of North Texas

Approved by the Executive Committee, 10/22/24

These guidelines have been prepared in accordance with UNT policy 06.003, “Student Academic Integrity” (<https://policy.unt.edu/policy/06-003>). All quotations, below, are from that document, a copy of which is posted on the course’s Canvas site.

All major assignments for this class are checked for academic dishonesty by Turnitin.com, which flags submissions for the following reasons:

- A student has submitted work that they did not write.
- A student submitted work that was generated by AI. In this context, “generated” means that the student copied and pasted significant portions of their work from an AI generator.

The First-Year Writing Program (FYW) acknowledges that Turnitin sometimes flags original work. Nonetheless, “an instructor who suspects that a student has engaged in an act of academic misconduct” is **required** to initiate an inquiry. A Turnitin report does not prove misconduct but is sufficient to arouse suspicion and to trigger the process outlined herein.

To investigate possible occurrences of academic dishonesty, FYW instructors will follow the procedures outlined below.

## Academic Dishonesty Review Process

1. Instructor will run all student work through Turnitin.
2. If Turnitin flags more than 20% of a given submission, the instructor will begin an investigation into the matter.
3. Before contacting students whose work Turnitin has flagged, the instructor might take various steps to help determine whether the student has violated UNT policy. These could include but need not be limited to the following:
  - Running the submission through another AI detector
  - Examining the author’s metadata to determine how much time they spent on their writing

4. Per policy 06.003, IV.D.1, if the instructor determines that the matter bears further consideration, they will “make a good faith effort to contact the student in writing as soon as possible.”
  - a. “The instructor’s initial communication should be sent to the student’s University-assigned email address and should convey the details of the suspected academic misconduct in sufficient detail to allow the student to prepare a written response, and direct the student to schedule an in-person conference with the instructor to discuss the suspected misconduct.”
  - b. “If the student does not respond to the instructor’s written communication within five (5) days of the instructor sending the email, the instructor may assess academic penalties in-line with the suspected academic dishonesty.”
5. At the student/instructor conference, the student will have the opportunity to provide evidence of the originality of their work. Possible categories of evidence include prewriting exercises, journaling, or full or partial drafts.

## Academic Sanctions

If the student cannot demonstrate that they produced the work in question, the case will proceed as follows:

### 1. First Infraction (“Single Violation”)

- The instructor will submit an Academic Integrity Single Violation Report ([https://cm.maxient.com/reportingform.php?UnivofNorthTexas&layout\\_id=3](https://cm.maxient.com/reportingform.php?UnivofNorthTexas&layout_id=3)). The report will be filed in UNT’s Academic Integrity Database. See 06.003, IV.D.1.d-e.
- “The department chair has final authority on appeal over academic penalties imposed for single violations” (IV.A.3). In ENGL, the chair delegates this responsibility to the associate chair.
- The student may re-do the assignment for full credit. If the student chooses not to re-do the assignment, they will receive a zero.

### 2. Second Infraction (“Multiple Violations”)

- The instructor will submit a report to the Academic Integrity Office. Like the initial report, this one will be filed in UNT’s Academic Integrity Database.
- This report triggers the Academic Integrity Office’s investigation. See IV.E.1-5.
- In instances of multiple violations, “the decision of the provost or designee is final” (IV.E.5.d.4)

- The student will be allowed to rewrite the assignment but cannot receive more than 50% credit.

### 3. Third Infraction

- The instructor will again submit a report to the Academic Integrity Office. Like the previous reports, this one will be filed in UNT's Academic Integrity Database.
- This report triggers a new investigation by the Academic Integrity Office. See IV.E.1-5.
- In instances of multiple violations, "the decision of the provost or designee is final" (IV.E.5.d.4)
- If the Academic Integrity Office finds against the student, and if the student does not withdraw from the class, they will be given the final grade of "F."

## Appeals Process

More general information on the appeals process is available in UNT policy 07.016 ("Student Complaint[s]"), posted on the course's Canvas site. Students should consult that document, as well as 06.003, before filing an appeal.

Should a student choose to appeal a decision about academic integrity, they should follow this procedure:

1. Complete the Appeal of Academic Integrity Single Violation form, online, at [https://cm.maxient.com/reportingform.php?UnivofNorthTexas&layout\\_id=17](https://cm.maxient.com/reportingform.php?UnivofNorthTexas&layout_id=17). The completed form will be routed to the associate chair of English.
2. Per policy 06.003, IV.D.2.b, the form "must detail" the following:
  - a. "whether the student is requesting appeal of the finding 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."

You will be contacted via email regarding your appeal.

Please note the appeals are handled as promptly as possible and some stages are time-bound by policies 03.006 and 07.016. Be aware, however, that appeals can extend beyond the end of the semester in which they were filed.

See 06.003, IV.C: "Should a student's appeal of an academic misconduct penalty extend beyond the grade submission deadline for the semester of the incident, the student will be assigned a grade that reflects the recommended penalty. Upon conclusion of the appeal

process, the student's grade will be adjusted accordingly (penalty removed) based upon the outcome of the appeal."