

P O L I C Y O N P L A G I A R I S M +
A C A D E M I C I N T E G R I T Y

DATE: 2019.07.15
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1.0 CODE The School of Architecture upholds the University's Code of Academic Integrity

<https://deanofstudents.arizona.edu/policies-and-codes/code-academic-integrity>

which prohibits:

Cheating, fabrication, facilitating academic dishonesty, and plagiarism as set out and defined in the Student Code of Conduct, ABOR Policy 5-308-E.11, and F.1

Submitting an item of academic work that has previously been submitted or simultaneously submitted without fair citation of the original work or authorization by the faculty member supervising the work.

Students are expected to observe the Code, whether or not faculty members establish special rules of academic integrity for particular classes, and even if faculty members fail to prevent cheating.

2.0 PROCEDURE The University's procedure for addressing issues of Academic Integrity may be found at:

https://deanofstudents.arizona.edu/policies-and-codes/code-academic-integrity#academic_integrity_procedures

In summary, it is as follows these steps:

- 2.1 notification** Faculty shall give a suspected student written notice, providing a detailed reason for the charges, such notice being followed by a private conference within 15 academic days of a suspected violation of the Code.
- 2.2 conference** During the conference the faculty member should explain the allegations, present any evidence, and hear the student's response. If more than one student is involved in an incident, separate conferences are recommended.
- 2.3 ruling** After the conference the faculty member shall decide, by a preponderance of the evidence, whether or not the student has committed an act prohibited by the Code. "Preponderance of the evidence" means that it is more likely than not that a violation of this Code occurred.
- 2.4 notifications** If the faculty member determines a probable violation, the case shall be referred to the Associate Dean for Academics.
- 2.5 sanctions** If the Associate Dean believes the evidence supports a finding that the student has engaged in misconduct, the matter may be referred to the Dean or Students or may advise the faculty member to impose sanctions according to the seriousness of the misconduct. These may include:

- a written warning,
- loss of credit for the work involved,
- attending a workshop related to the offense,¹
- reduction in grade,
- notation of the violation(s) on the student's transcript,
- a failing grade in the course,
- revocation of a student's degree,
- suspension or expulsion from the program, department, college, or University.²

2.6 documentation Within 10 days of finding, the faculty member shall prepare a written decision, using the University's Record of Faculty-Student Conference outlining the charges, evidence, findings, conclusions and any sanctions imposed. Copies should go to the student, the academic advisor, and others indicated on the form. The student should sign the Record of Faculty Student Conference.

3.0 PLAGIARISM Plagiarism is a serious offense that violates the fundamental principle of academic integrity: that intellectually property should be freely shared but must be accurately and fully attributed.

3.1 design plagiarism Architectural design always draws on precedent; there is no such thing as a completely original design. Consequently, students should be encouraged to learn from, borrow, and synthesize material from others as a normal and expected activity. At the same time, students have an obligation to cite their sources, whether in a precedent study or a design. Citations should include both *the work* (including its name, location, designer, and date) as well as *the source* from which the information about the work was obtained (following the Chicago Manual Of Style: http://www.chicagomanualofstyle.org/tools_citationguide.html)

Regarding influence and borrowing from peers, students should again be encouraged to learn from, and contribute to, the work of their peers; they should be expected to give corresponding credit via citation.

3.1.1 criteria for originality As to the point at which a design is insufficiently original to constitute an *independent work*, and not a *copy*, these criteria will be used to determine originality:

The project contributes something substantially new to the borrowed material, adding meaningfully to the trajectory of the tradition; or

The project applies the borrowed material to a new context or program such that a significantly new response results; or

The project synthesizes aspects from several sources into a work that is substantially new.

3.2 guideline sanctions With respect to plagiarism within the School of Architecture, whether in a course or studio, the following guidelines are recommended:

¹ The Dean of Students offers a Plagiarism Workshop:
<https://deanofstudents.arizona.edu/workshops>

² If the sanction involves a notation on the transcript, suspension or expulsion from the University, or revocation of a degree, the student is automatically granted an appeal to the Dean of the College.

- 3.2.1 inconclusive finding If the preponderance of evidence is inconclusive, the faculty member shall dismiss the offense but provide a written record (per above) to the Advisor for the student's file.
- 3.2.2 first offense; unintentional If the preponderance of evidence suggests that the violation was unintentional, and if this was the student's first offence:³
- failure on the assignment in question (with possibility of re-taking the assignment with reduced grade at the discretion of the faculty member); and
 - Grade of Incomplete for the course until the student provides evidence of successful completion of the University's Plagiarism Workshop.
- 3.2.3 second offense If the preponderance of evidence suggests guilt on a second offense:
- failure of the course;
 - notation on transcript; and
 - completion of the University's Plagiarism Workshop.
- 3.2.4 third offense If the preponderance of evidence suggests guilt on a third offense:
- failure of the course;
 - notation on transcript; and
 - expulsion from degree program or University, depending on seriousness of offense.

E N D O F P O L I C Y

³ The student's Advisor will have access to the individual's record and can determine whether previous integrity violations have occurred. After one violation, subsequent integrity violations will no longer be considered "unintentional," where similar or different in kind.