The College's mission is to prepare all students to be knowledgeable citizens of the twenty-first century and empower them to meet the challenges of a rapidly changing world. This can only occur in an environment that contributes to scholarship and to creative work.

Students have the right to a classroom environment that encourages learning. As a part of a community of learners, students and instructors should work together to create an environment of trust and mutual respect.

**Student rights**

All students at The University of Iowa have the following rights:

- **Students have the right of respect** from all instructors and staff at the College, regardless of their “race, creed, color, national origin, age, sex, disability, sexual orientation, gender identity, or any other classification” (see the University's Operations Manual, Part II, Chapter 3: Human Rights).

- **Students have the right to expect certain practices of their instructors.** These include establishing clear course objectives and requirements through the use of the syllabus, clearly stating grading scale and criteria, evaluating students fairly, holding regularly scheduled office hours, acknowledging student contributions to an instructor's personal academic work, and protecting students’ intellectual freedom. Read more about faculty members’ responsibilities to students.

- **Students have the right to file complaints.** Complaints may concern inappropriate instructor conduct, incompetence in oral communication, scheduling of exams other than at the authorized examination times, failure to provide disability accommodations, grading grievances, and other such issues. Students should bring any complaints to the attention of the instructor, departmental head, and/or the Associate Dean (see process below) as soon as possible. Only in extraordinary cases may a procedure involving a complaint begin more than six months after the incident.

If you have a concern about sexual harassment, disregard the steps outlined below and immediately schedule an appointment with the Office of the Ombudsperson or the University Counseling Service or the Women's Resource and Action Center, or with any University administrative officer to discuss your concerns and identify possible courses of action. Learn more about sexual harassment and how to receive immediate help at the UI Sexual Harassment website.

If you have a complaint about any other aspect of a course, such as the classroom environment, the instructor, the course’s grading system, or class activities (including online and out-of-class activities), please take the following steps:

1. Talk with your instructor about the situation.
2. If you do not feel comfortable approaching the instructor directly or if the problem continues, you should next talk to the course supervisor (if one exists).
3. Again, if the problem is not resolved or if you are not comfortable talking to the course supervisor, talk immediately to the department’s DEO (Departmental Executive Officer, also referred to as the department chair).
4. If this does not resolve the situation, you may make an appointment to talk with Kathryn Hall to discuss the complaint and the CLAS appeal process in the Office of the Academic Programs and Student Development, 120 Schaeffer Hall, 319-335-2633.
5. The student may then write a formal letter of appeal to Associate Dean Helena Dettmer, which should outline the situation as well as the student's attempts to resolve the issue. Please provide copies of appropriate materials to support your complaint. Students with grading grievances are responsible for providing completed assignments, tests, quizzes, and all other documentation, except for grade records. (Departments keep all grade records; grades cannot be changed without the permission of the department concerned.) The letter may be sent by email or may be mailed to Associate Dean Helena Dettmer, 120 Schaeffer Hall, The University of Iowa, Iowa City, 52242-1409.

6. In attempting to resolve your complaint, the Associate Dean may convene a special committee to recommend appropriate action. The Associate Dean will notify you of the outcome of your complaint via University e-mail.

7. Any CLAS student, after receiving a decision about a complaint from the Associate Dean of the College of Liberal Arts and Sciences, may appeal this decision through the Office of the Associate Provost for Undergraduate Education.

Students with complaints about **discrimination** may also contact the Office of Equal Opportunity and Diversity. Students with complaints about **disability accommodation** should notify Student Disability Services in addition to the offices listed above, and may be counseled to file a complaint with the Office of Equal Opportunity and Diversity. Read more about **Disability Resources and Campus Accessibility**. Students may also wish to speak with the University Ombudsperson. The Ombudsperson is a specially trained University official who provides informal conflict resolution services for all members of the University community. All meetings are informal and confidential.

**If you have a concern about sexual harassment**, please immediately schedule an appointment with the Office of the Ombudsperson or with University Counseling Service or Women's Resource and Action Center or with any University administrative officer to discuss your concerns and identify possible courses of action. Learn more about sexual harassment (definitions, policies, resources, etc.) at the UI's [Sexual Harassment Resource website](#).

**Student responsibilities**

- All students are expected to abide by the UI Code of Student Life and by the CLAS Code of Academic Honesty.
- All students are expected to be **engaged during class time**. Students who sleep in class or read non-class materials during class disrupt the course, as do students who engage in other non-class activities such as using a cell phone and working on an assignment for another course. This behavior disrupts the learning environment for all involved and compromises the learning process.
- The use of **abusive or disrespectful language** also damages the classroom environment. Inappropriate classroom behavior by students is a violation of the Code of Student Life. Instructors may take immediate disciplinary action against students who are physically or verbally disruptive in a class, or they may refer the matter to the Dean of Students.
- Students are responsible for **seeking help** from University faculty and staff and for using the provided resources to meet the requirements of their major(s) and minor(s). All students should **meet with an academic advisor at least once per semester** to discuss the progress they are making toward their chosen degree.
- Students are responsible for making sure that they will **complete their degree requirements**. This includes meeting both academic and administrative requirements set by the major and outlined in this manual. Faculty and other professionals will make every effort to guide you toward completion of all requirements, but the ultimate responsibility for satisfying these requirements is yours. You are responsible for being aware of the requirements, for meeting with your advisor to discuss your progress on a regular basis, and for asking questions about information that is not clear to you.
• Students are responsible for **familiarizing themselves with the information in the academic handbook**. Failure to read this handbook will not excuse you from the responsibility to abide by the rules and procedures contained within it. If you would like to file an exception to any College rule or procedure, you must petition the **Student Academic Standards Committee** through the **Office of Academic Programs & Student Development**. Exceptions may be approved or denied.

**Code of Academic Honesty**

"*I pledge to do my own academic work and to excel to the best of my abilities, upholding the IOWA Challenge. I promise not to lie about my academic work, to cheat, or to steal the words or ideas of others, nor will I help fellow students to violate the Code of Academic Honesty.*"

Honesty is an essential value of our academic community. You are here to learn, and learning depends upon hard work and academic honesty. Your instructors set high standards and expect you to do your very best, completing your work honestly. Any student who registers for courses in the College of Liberal Arts and Sciences has, in essence, agreed to the value of learning and thus to the importance of the College’s Code of Academic Honesty. **Students who choose not to live up to the Code are asked to leave the College.**

**Consequences for Academic Misconduct**

Academic dishonesty diminishes your education and the classroom experience for other students, undermining the mission of serving all students fairly and equally. Instructors in the College of Liberal Arts and Sciences (CLAS) fail any assignment showing evidence of academic dishonesty. Instructors may also fail a student for the course for academic misconduct with prior permission and in consultation with the College. Instructors report all incidents of academic fraud to the College of Liberal Arts and Sciences; these reports are shared with other undergraduate colleges at UI.

The College assigns the student **additional consequences, listed below**, based on the offense and the number of offenses by the student previously reported to the College. Additional information on being expelled is **available here**. For information on the appeal process, please refer to the information below. For appealing an expulsion, please see the above link on being expelled.

**First Offense**

If found responsible for a first incident of academic misconduct, the student will be assigned to complete an online seminar requiring substantial time (around 18-20 hours) and a fee of $100. The seminar is not offered by UI and the cost of the seminar is not included in UI tuition. The seminar requires essay answers based on readings drawn from current events, literature, historical documents, and other sources designed to help the student better understand the effects of the misconduct. A student may not register for additional UI courses until the student completes the seminar; a "hold" is placed on the registration and is only removed once the student successfully passes this seminar. Each undergraduate college carefully tracks offenses on a shared tracking system, and these reports are shared across colleges. If a student transfers to another UI undergraduate college or is already a member of that college, the associate dean will be notified of the misconduct. The report is kept internally for five years or until the student graduates.

**Second Offense**

Students with a second offense are placed on disciplinary probation and are suspended by the College, even if the first offense occurred while the student was enrolled in another UI undergraduate college. The suspension is recorded on the student's record during the time of the suspension. When the period of suspension ends, the report is removed from the record but is kept internally in case another offense occurs.
**Third Offense**
A student is **expelled** for a third offense from the University of Iowa and from the College of Liberal Arts and Sciences. This is added to the student's permanent record and is visible on the transcript. The student is not allowed to enroll in courses at UI or to graduate from the institution.

Note: At times, the above sanctions are modified or combined based on the particulars of a situation.

**Contact Information**
All students in CLAS are invited to discuss academic misconduct and its consequences as well as how to appeal a decision made by the College. Please call 319-335-2633 or visit 120 Schaffer Hall and request an appointment with Kathryn Hall about the academic misconduct policy.

**Examples of Offenses against the Code of Academic Honesty**
The following are examples of offenses against the Code of Academic Honesty in the College of Liberal Arts and Sciences. Many of these categories overlap. Offenses are not limited to this list and include other types of cheating, misrepresentation, and dishonesty.

**Cheating on Quizzes and Exams**
- Using notes, books, calculators, phones, photos, computers, web sites, tweets, social media, or other aids during a quiz or an exam when not allowed by the instructor
- Talking during a quiz or exam when told by the instructor talking is not permitted
- Looking at another student’s exam or quiz during the testing period
- Continuing to work on a quiz or exam after the instructor has notified students that time for the test has ended
- Stealing, reproducing, circulating, or otherwise gaining access to a quiz, exam, or homework materials prior to the time authorized by an instructor
- Ignoring the guidelines specified by the instructor for an assignment or for a "take home" test and instead using materials or study aids that the instructor has forbidden

**Plagiarism**
- Using the words, sentences, arguments, rhetorical structures, and ideas of another without proper citation and acknowledgment
- Copying data, facts, graphs, computer programs, spreadsheets, images, photos, film/video, or other materials and using them without proper citation or acknowledgment
- Copying homework, quiz, or exam answers from an answer key, solution manual, textbook, web site, or other items from another student, thus presenting another’s work as your own
- Failing to use quotation marks properly or when needed
- Failing to give a source for quoted materials
- Failing to paraphrase language completely
- Failing to give a source for paraphrases
- Failing to cite sources correctly and completely

**Unauthorized Collaboration**
- Receiving help with homework, reports, labs, paper, data collection, or other activities when not allowed by the instructor
- Accepting credit for a group project without doing your share of the work
• Helping others with their homework or other assignments when not allowed by the instructor
• Allowing others to view your answers or copy part of your homework, lab, quiz answers, exam answers, or other related work when not permitted to do so by the instructor.
• A group doing another student’s work on a group project, lab, presentation, report, or other activity while presenting the work as if done by the entire group equally

Willful Misrepresentation

• Fabricating quotations
• Fabricating sources
• Fabricating, dishonestly adjusting, omitting, or otherwise misrepresenting research results and records, including information, data, statistics, research facts, and its analysis
• Engaging in selective reporting or omission of conflicting data for deceptive purposes
• Altering graded work, then resubmitting it for new grade
• Providing false information about reasons for class absences or late work when requesting a make-up quiz or exam or an extension for homework
• Submitting the same paper in more than one class without the approval of the instructors involved
• Submitting a paper from a previous semester for a current class without the approval from the instructor
• Failing to provide required or requested information regarding academic performance or enrollments at previous institutions
• Intentionally obstructing or interfering with other students' academic work, or otherwise undertaking activity with the purpose of creating or obtaining an unfair academic advantage over other students' academic work.
• Altering documents affecting academic records, such as falsifying information on an official academic document, form, grade report, letter of permission, clinical record, student ID cards, or any other official document.
• Providing false information to others about academic performance, leadership activities, or membership in student organizations.
• Falsification of information records
• Recording hours not actually worked
• Submitting an altered or fabricated preceptor evaluation
• Altering a score, grade, or schedule change on an academic record.
• Forging the signature of an instructor, advisor, dean, or another student without proper authorization
• Creating false university, college, or other official correspondences (such as medical documentation)

Facilitating Academic Dishonesty of Others

• Writing a paper for another student
• Allowing another student to use your past homework assignments, papers, labs, or similar items
• Sharing homework with another student when told collaboration is not allowed
• Allowing or helping another student to look at your exam or quiz during a test
• Sharing with other students your notes, books, calculators, phones, photos, computers, web sites, tweets, social media, or other aids during a quiz or an exam when not allowed by the instructor
• Completing another student’s exam or quiz by filling in the student’s scantron card or other answer sheet or by attending the exam in place of the other student
• Providing any materials, information, or assistance to another person with the knowledge or reasonable expectation that such would be used for dishonest purposes

Appeals
All students have the right to file an appeal about a CLAS decision related to academic misconduct. Student rights and responsibilities are also discussed at this related page.

- If a student believes that the finding of academic misconduct is in error or the grade assigned by the instructor unjust, the student should first arrange a meeting with the instructor (and/or the instructor’s supervisor) and then, if needed, with the head of the department or program to discuss the matter. **If a misunderstanding has occurred, it can be clarified by speaking with the instructor first, and thus all students are encouraged to meet with their instructor before pursuing any other appeal process.**
- If the student is dissatisfied with the result of these meetings, the student should make an appointment to discuss the matter informally with the College. The student may call 319-335-2633 and schedule an appointment with Kathryn Hall to discuss policies related to academic misconduct.
- After this meeting, the student will be asked to submit an informal summary of the discussion in writing, requesting a reconsideration of the consequences assigned by the College.
- If the student is not satisfied with the result of this informal process, the student may request a formal appeal. The appeal must be sent within 14 business days of the student’s receipt of the official email from the College stating the sanction given by the College concerning the academic misconduct. The student should write a letter with a detailed rationale for the appeal. The Associate Dean for Undergraduate Programs and Curriculum will review the case, meeting with the student if so requested.
- If the student is not satisfied with the results from this formal appeal, the student may request that the case be reviewed by the Committee to Resolve Student Grievances. The Committee to Resolve Student Grievances is a committee composed of student members. It is constituted when a student requests a hearing to reconsider a finding or penalty pertaining to a student complaint.
- If the student is not satisfied with the results of this investigation, the student may then request a review by the Associate Provost for Undergraduate Education. The request must be written and should be addressed to Associate Provost Lon Moeller.

Additional information on resources to help students file a complaint, such as the University Ombudsperson or the special steps to take when confronting sexual misconduct, are available at the indicated links.

Students are encouraged to review the UI Code of Student Life for university-wide expectations for student behavior.