

Office of the Vice Provost for Faculty Affairs (MC 103)  
2715 University Hall  
601 South Morgan Street  
Chicago, Illinois 60607

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Dear Faculty:

To avoid academic dishonesty situations, you and your teaching assistants are reminded of the UIC Student Disciplinary policy <http://www.uic.edu/depts/dos/docs/Student%20Disciplinary%20Policy.pdf> administered by the Dean of Students. In addition to the traditional forms of cheating, you may already be aware of the following 21<sup>st</sup> Century cheating methods used by some students across college and university campuses nationwide:

- Students may now purchase (or access for free) a copy of a completed exam, written paper, or other assignment on a wide range of topics via digital download from a public website.
- Certain websites offer services that can tailor an existing paper to a student's needs and deliver it within a 24-hour period.
- Information used for cheating may be hidden within a student's electronic devices, such as within a Smartphone.
- Students may leave the exam room to phone or text a friend for real-time help.

If you are concerned about these possibilities occurring in any of your classes, the following reminders may be helpful when monitoring major assignments and examinations.

1. The following language is suggested for placement as a footnote or similar means of notice on exams: *"No form of reproduction or provision of this exam, or any part thereof, including, but not limited to, copying for personal use, sharing with current or prospective students, or posting on the Internet in open access or restricted selective spaces is permitted without the written permission of the course instructor insert name, course name, CRN, semester, year and date".*
2. Similarly, the following language is suggested for announcement and placement in syllabi: *As an academic community, UIC is committed to providing an environment in which research, learning, and scholarship can flourish and in which all endeavors are guided by academic and professional integrity. All members of the campus community—students, staff, faculty, and administrators—share the responsibility of insuring that these standards are upheld so that such an environment exists. Instances of academic misconduct by students will be handled pursuant to the Student Disciplinary Policy:* <http://www.uic.edu/depts/dos/docs/Student%20Disciplinary%20Policy.pdf>
3. With the exception of devices that are used for disability accommodation, devices used with specific permission by the instructor, or online assignment and examination formats, electronic devices capable of reproducing digital images of an exam, such as smartphones, tablets, or laptops with cameras, should be prohibited.
4. "Any faculty member or TA assigned to proctor the examination session should walk through the rows of seats acting as a monitor to ensure that students are not cheating nor recording exam items."

If you should have any questions about these issues, please do not hesitate to contact me.

Renée Taylor  
Vice Provost for Faculty Affairs