



Steven W. Cheung
Chair, Assembly of the
Academic Senate
Faculty Representative,
UC Board of Regents

Academic Senate

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October 1, 2024

ACADEMIC SENATE DIVISION CHAIRS

Re: Recommendations for Protecting Academic Integrity and Intellectual Property

Dear Colleagues,

At its September 2024 meeting, the Academic Council endorsed the attached letter from the University Committee on Educational Policy ([UCEP](#)) with recommendations to UC faculty about how to combat academic dishonesty and the online posting of copyrighted course materials.

UCEP's "annual reminder" letter outlines several measures faculty can take to help protect the integrity of their courses, including using copyright notices on course sites and materials, and key phrases on exams that attempt to shield materials from cheating websites. UCEP also encourages faculty to remind students about the legal and student conduct policy implications of this behavior, and to provide specific examples of the consequences of the behavior. The letter has been updated this year to include guidance on defining the use of generative artificial intelligence tools.

I ask that you forward the letter to your respective Committees on Education Policy, Undergraduate Councils, and other interested faculty. Please do not hesitate to contact me if you have any questions.

Sincerely,

Steven W. Cheung
Chair, Academic Council

Cc: Academic Council
Provost and Executive Vice President Newman
UCEP
Senate Division Executive Directors
Senate Executive Director Lin



UNIVERSITY COMMITTEE ON EDUCATIONAL POLICY (UCEP)
Rachael Goodhue, Chair
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September 10, 2024

**STEVEN W. CHEUNG, CHAIR
ACADEMIC COUNCIL**

**RE: ANNUAL REMINDER ABOUT THREATS TO ACADEMIC INTEGRITY AND INTELLECTUAL
PROPERTY**

Dear Steven,

UCEP is pleased to submit the attached annual reminder about threats to academic integrity and intellectual property. We request that Academic Council endorse the annual reminder and transmit it to the Divisional Academic Senate Chairs.

The committee has discussed issues related to violations of academic integrity and infringement of faculty intellectual property rights for the past few years in an effort to understand the nature and scope of this intractable problem. Our efforts to identify possible solutions have entailed consultation with UC Legal and gathering information about the campus resources, policies and procedures for responding to academic dishonesty. Based on all that we learned, UCEP concluded that raising faculty awareness of these issues and encouraging them to be proactive would be valuable strategies.

Thus, the committee developed a set of recommendations outlining various steps faculty can take to thwart cheating and infringements on intellectual property. We propose sending the reminder to Council on an annual basis each September for dissemination to the campuses. UCEP asks that Council approve this plan and endorse the annual reminder.

UCEP appreciates your consideration. Please contact me should you have any questions.

Sincerely,

A handwritten signature in cursive script that reads 'Rachael Goodhue'.

Rachael Goodhue, Chair
UCEP

**UNIVERSITY COMMITTEE ON EDUCATIONAL POLICY
ANNUAL REMINDER ABOUT THREATS TO
ACADEMIC INTEGRITY AND INTELLECTUAL PROPERTY**

This is a reminder from the University Committee on Educational Policy (UCEP) to all UC faculty to be vigilant about the threats to academic integrity and intellectual property posed by online services where students share copyrighted course materials and pay third parties for completing students' assignments, papers, and exams.

Posting of instructor-owned course materials to third-party websites without the instructor's permission is especially problematic because it may at once violate intellectual property rights, provide opportunities for students to cheat, and financially enrich these third-party online services. In an effort to mitigate these risks, we recommend several measures:

- (1) remind students of the specific actions that constitute violations of academic integrity and intellectual property policies and of the serious consequences of committing such violations. This can be done through statements in course syllabi and announcements in class meetings at the beginning of each quarter or semester.
- (2) include a copyright notice on your course materials. For some guidance on copyright notices, please see the following link: <https://copyright.universityofcalifornia.edu/faqs/#h>.
- (3) include the following sentence in your course materials in the header or footer of course materials: *"This content is protected and may not be shared, uploaded, or distributed."* One online service, Course Hero, has indicated that its filtering tool will generally prohibit the upload of documents that contain this statement.
- (4) define whether the use of Generative Artificial Intelligence (GenAI) tools is acceptable. And, if so, articulate what type of use is acceptable (e.g., are they allowed to share your course materials?). The syllabus should notify students if they are required to acknowledge use of GenAI in their coursework.

UCOP has issued similar guidance regarding the unauthorized uploading of course materials; such guidance may be found here: <https://copyright.universityofcalifornia.edu/ownership/protect-course-materials.html>. In addition, each campus has its own policies and procedures related to violations of academic integrity, and faculty should make sure they are fully aware of the most up-to-date information on this topic. The UCOP webpage referenced in this paragraph includes a drop-down menu titled "UC Resources," which includes links to further information about policies and resources on each campus.

UCEP recognizes there are no easy solutions to the unauthorized posting of course materials onto third party websites and that dealing with these issues adds yet another item to a faculty member's long list of responsibilities. The measures referenced in this memo are, however, relatively straightforward and not unduly onerous, especially given the seriousness and importance of the concerns they address.