

Doc. 1 Ellison 11/8/13



Academic Honesty Policy Review

Proposed Motions: *No proposed motions*

Sponsor: *Josie Ellison, ASVP Academics*

Date: *November 6, 2013*

Background & Context

- *The University is updating the Academic Honesty Policy and is approaching a conclusion to their efforts, however they want more student input on the documents before bringing them to the Board of Trustees. The leaders of this revision, Melinda Assink and Karen Stout, asked if I could bring the proposed new policies to the board as an information item to receive feedback.*

Summary of Proposal

- *My reasoning for bringing this to the board is to receive as much feedback as possible in order to make sure that the Academic Honesty Policy is fair for students while respecting the Universities need to create an environment of academic integrity. When looking at these polices think about how accessible they may be to students encountering them for the first time, and please point out any other changes you feel are necessary.*

POLICY

Effective Date: **Draft20**
 Approved By: _____

Authority:

<p>See Also:</p> <p>PRO-UXXXX.XX PRO-UXXXX.XX PRO-UXXXX.XX</p> <p>Resources</p> <p>WAC 516-21 POL-U7100.02</p>	<p>Addressing Academic Honesty Violations Appealing Academic Honesty Violations Addressing Additional Academic Honesty Violations Academic Honesty Violation E-Sign Form Academic Honesty Violation Appeal E-Sign Form http://www.wwu.edu/integrity/ <u>Student Rights and Responsibilities Code</u> Using Email Accounts for Official Correspondence with Students</p>
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POL-UXXXX.XX ENSURING ACADEMIC HONESTY AT WESTERN WASHINGTON UNIVERSITY

The following are definitions of terms that are used in the implementation of this policy and related procedures, it is important to keep reading beyond the definitions to ensure a complete understanding of the Academic Honesty Policy.

Definitions:

Academic Dean: Dean of the college in which the instructor of the course resides.

Academic Honesty: Academically honest behavior occurs within the context of the classroom, but also includes behavior with academic endeavors such as scholarships, applications, letters of reference, or other forms of scholarly writing. For examples of academic honesty violations, see <http://www.wwu.edu/integrity>.

Academic Honesty Board (AHB): The Academic Honesty Board shall consist of two faculty members and two students to be selected from a pool of students and faculty. The Vice President for Academic Affairs shall select the board members and appoint the chairperson. It is recommended that at least one student and one faculty member be appointed from the college involved in the incident.

Academic Honesty Violation: A violation of the Academic Honesty Policy, or the specific dishonest action taken by student(s) in order to gain some benefit (which can include social/non-academic benefits). Multiple violations may occur with the same action if multiple opportunities for benefit would come from the same action (i.e., a single paper turned in for different classes). Student(s) may be investigated separately for those acts and sustain a sanction for each violation.

POLICY

Appeal: Either party may appeal a decision during the procedure: Appealing Academic Honesty Violations. The student may appeal the decision about an Academic Honesty Policy Violation by carefully following the appeal procedure if the student believes they have evidence that was not considered or if there was a failure to properly follow procedure. The student **should still continue to attend class** throughout the appeal process, as the instructor cannot bar a student from attending class while an appeal is underway.

Calendar: Scheduling the steps and deadlines in the procedure: Addressing Academic Honesty Violations. If the end of fall or winter quarter is reached during the steps of the procedure for Addressing Academic Honesty Violations, the remaining parts of the process will be considered at the start of the next academic quarter. If an appeal has not moved all the way through the procedure before the end of spring quarter, and if all parties are not available and willing to proceed during the summer, then the clock "stops" until the start of the next academic quarter. An effort will be made to resolve the issues as soon as possible when there are extenuating circumstances (i.e., a student is graduating).

Chair/Director: The administrative head of the department where the instructor of the course resides. In cases where there is no Chair, the Director of the department where the instructor of the course resides. If the Chair/Director is also the instructor involved in this incident, then the Dean can appoint a Chair/Director Pro-Tern. Any references to "Chair/Director" in this document imply "Chair/Director Pro-Tern" if one has been appointed.

Expulsion: Permanent and complete dismissal of the student(s) from the university.

Extensions: The student(s), instructor, or administrator involved may request extra time to prepare an appeal or response. Extensions will be granted on a case by case basis only in extreme circumstances by the Secretary of the Academic Honesty Board in agreement with the Vice President for Academic Affairs. (The Secretary is the timekeeper of days in the procedural processes.) If the extension is granted, all parties will receive written notification.

Group Violations: If the alleged incident takes place amongst a group of students, then one "calendar" or set of process deadlines can be established. However, each student will be held individually responsible. In the case of multiple students being found in violation of the Academic Honesty Policy due to another person's theft of personal property (e.g., study notes) or sabotage (e.g., destroying another student's paper), students have the right to hold each other accountable in the event that the administration or AHB cannot determine fault among them for the violation. Students who feel they have been wrongly sanctioned due to another student's behavior can refer to the "Theft or Intentional Damage of Property" portion of the Student Rights and Responsibilities Code.

Sanction: Appropriate punishment for a violation to be determined by the reporting instructor or in cases of additional violation hearings, by the Academic Honesty Board.

POLICY

Suspension: Removing the student(s) from the university for a designated period of time, after which, the student(s) is/are eligible to return. Conditions for readmission may be specified.

Timeline: The appointed timeline must be followed by all participants. If an appealing student(s) or instructor does not appeal by the appointed deadline, the appeal will be considered null and void. If an administrator in the process does not respond by the appointed deadline, the appealing party may move directly onto the next step in the process.

Working Day: A working day shall constitute a standard business day (8:00am - 5:00pm) Monday through Friday, excluding weekends and holidays, while the university is in session.

1. Students Are Expected to Be Honest in Their Academic Work

Academic Honesty means that no student shall claim as their own the achievements, work or arguments of others, steal from others, nor shall they be a party to such claims. No student shall collude with others, lest all be held responsible for Academic Honesty Violation(s).

2. Instructor Is Responsible to Initiate Communication with the Student(s) Suspected of an Academic Honesty Violation, and to Take Appropriate Action if, in the Instructor's Judgment, a Violation Has Occurred.

3. No Student Shall Be Allowed to Withdraw From a Course or From the University to Avoid the Consequences of an Academic Honesty Violation.

4. After an Academic Honesty Violation has Been Though the Addressing Academic Honesty Violations Procedure, if it is Found to be an Additional Violation, an Immediate Hearing of the Academic Honesty Board Will Be Called and Can Result in Suspension or Expulsion from the University.

See Procedure: Addressing Additional Academic Honesty Violations.

For help and guidance:

Resources for students, instructors, staff, and administrators can be found at www.wvu.edu/integrity.

Instructors and students may also contact the Secretary to the Academic Honesty Board for questions regarding the Academic Honesty Procedures. Additional guidance for instructors can be sought in the Registrar's Office, while students can gain additional guidance in the Office of Student Life.

PROCEDURE

Effective Date: **draft #20**

Authority: POL-U#

Approved By: Director, [Department]

[Policy Title]

<p>See Also:</p> <p>POL-UXXXX.XX</p> <p>PRO-UXXXX.XX</p> <p>PRO-UXXXX.XX</p> <p>Resources</p> <p>WAC 516-21</p> <p>POL-U7100.02</p>	<p>Ensuring Academic Honesty at Western Washington University</p> <p>Appealing Academic Honesty Violations</p> <p>Addressing Additional Academic Honesty Violations</p> <p>Academic Honesty Violation E-Sign Form</p> <p>Academic Honesty Violation Appeal E-Sign Form</p> <p>http://www.wwu.edu/integrity/</p> <p><u>Student Rights and Responsibilities Code</u></p> <p>Using Email Accounts for Official Correspondence with Students</p>
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PRO - UXXXX.XXA

ADDRESSING ACADEMIC HONESTY VIOLATIONS

Action by:

Action:

Instructor

1. **Contacts** the student via email or in person to inform the student(s) of the suspected violation, the student's right to a meeting to discuss the suspected violation, and the instructor's responsibility to investigate. Contact must be initiated within ten (10) working days after discovering the suspected violation. *See sample letter here.*

Note: Should the instructor be unable to discuss the suspected violation with the student before final grades are due, the instructor shall submit a grade of X (by leaving the grade blank) with a note to the Registrar (correspondence with student should be included).

Note: Within ten (10) working days of the start of the next quarter, the grade of X will be changed to an F or ("U" or "NP" as appropriate) by the Registrar's Office, unless the Registrar's Office is notified by the instructor.

Student

2. **May request** a meeting with the instructor to address the allegation. A meeting request must be made within five (5) working days of the instructor's initial contact. Meeting in person is highly recommended.

Note: both the student and instructor may be accompanied by one non-speaking support person.

Instructor

3. **Meets** with student, if requested.
4. **Investigates** the violation, **determines** if an Academic Honesty violation has occurred, and **decides** appropriate and reasonable sanctions in instances of a violation. The investigation shall be

PROCEDURE

completed within ten (10) working days of the initial contact or within five (5) working days following the meeting with the student.

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| Secretary to
Academic
Honesty Board | <p>5. Emails the student with a summary of the findings of the investigation, sanctions (if imposed), the appeals process, and the name and email address of the Chair/Director to whom the appeal should be directed.</p> <p>6. Submits the <u>Academic Honesty Policy Violation E-Sign Form</u> summarizing the incident, sanction, and appropriate attachments (background documentation such as correspondence with student including summary determination, tests, papers, sources, etc.) to AcademicHonestyBoard@wwu.edu</p> |
| Student | <p>7. Forwards a copy of the form to the Registrar's Office, Academic Dean's office, the Chair/Director's office, and the student.</p> <p>8. May Appeal the violation by closely following the, Appealing Academic Honesty Violations Procedure. Appeals must be made within five (5) working days, by following the Appealing Academic Honesty Violations procedure.</p> |
| Registrar | <p>9. Emails the student a copy of the E-Sign violation form <i>and</i> letter <i>from</i> the Registrar notifying the student to complete a self-paced workshop on Academic Integrity maintained in the Student Life Office, within ten (10) working days of receiving the Academic Honesty Policy Violation E-Sign Form.</p> <p>10. Sends copies of the Registrar's letter to the instructor, Academic Dean's office, Chair/Director's office, and AcademicHonestyBoard@wwu.edu.</p> |
| Secretary to
Academic
Honesty Board | <p>11. Maintains E-sign form and updates with appeals and decisions during the process to keep accurate records.</p> <p>12. Attaches any additional information and Locks the Academic Honesty Policy Violation E-Sign Form.</p> |
| Student | <p>13. Completes the Academic Integrity Workshop with the Office of Student Life. This must be completed within twenty (20) working days of notification from the Registrar's Office.</p> |

Note: Failure to comply will result in possible violations under the Student Rights and Responsibilities Code and the violation will be forwarded to the Assistant Dean of Student Life for judicial action.

For help and guidance:

PROCEDURE

Resources for students, instructors, staff, and administrators can be found at www.wvu/integrity.edu

Instructors and students may also contact the Secretary to the Academic Honesty Board for questions regarding the Academic Honesty Procedures. Additional guidance for instructors can be sought in the Registrar's Office, while students can gain additional guidance in the Office of Student Life.

PROCEDURE

Effective Date: **draft #20**

Authority: POL-U#

Approved By: Director, [Department]

[Policy Title]

<p>See Also:</p> <p>POL-UXXXX.XX</p> <p>PRO-UXXXX.XX</p> <p>PRO-UXXXX.XX</p> <p>Resources</p> <p>WAC 516-21</p> <p>POL-U7100.02</p>	<p>Ensuring Academic Honesty at Western Washington University</p> <p>Addressing Academic Honesty</p> <p>Addressing Additional Academic Honesty Violations</p> <p>Academic Honesty Violation E-Sign Form</p> <p>Academic Honesty Violation Appeal E-Sign Form</p> <p>http://www.wwu.edu/integrity/</p> <p><u>Student Rights and Responsibilities Code</u></p> <p>Using Email Accounts for Official Correspondence with Students</p>
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PRO - UXXXX.XXA APPEALING ACADEMIC HONESTY VIOLATIONS

Action by:

Action:

- | | |
|-------------------------------------|---|
| Student | <p>1. Complete and submit <u>Academic Honesty Appeal E-Sign Form.</u> Appeal must be submitted to AcademicHonestyBoard@wwu.edu within five (5) working days from receiving a copy of the Academic Honesty Policy Violation E-Sign Form.</p> |
| Secretary to Academic Honesty Board | <p>2. Send copy of appeal to Chair/Director via email.</p> <p>3. Maintain E-sign form, update with appeals and decisions during the process to keep accurate records.</p> |
| Student | <p>4. May request a meeting with the Chair/Director to address the appeal. A meeting request must be made within five (5) working days of submitting the appeal.</p> |
| Chair/Director | <p>5. Determine a ruling on the appeal, and send written ruling to the student, instructor and AcademicHonestyBoard@wwu.edu, as well as the name and email address of the Academic Dean to whom an appeal should be directed. A ruling should be made within ten (10) working days of receiving the appeal.</p> |
| Student or Instructor | <p>6. May appeal the Chair/Director's decision, to the dean of the Academic College in which the course resides. An appeal and any relevant additional documentation must be attached to an email and sent to the Academic Dean with a copy to AcademicHonestyBoard@wwu.edu. An appeal by either party must be made within five (5) working days of the Chair/Director's decision.</p> |

PROCEDURE

7. **May request** a meeting with the Academic Dean to address the appeal. A meeting request must be made within five (5) working days of submitting the appeal.
- Academic Dean 8. **Determine** a ruling on the appeal, and **attach** written ruling to an email and **send** to the student, instructor, Chair/Director and AcademicHonestyBoard@wwu.edu. A ruling must be made within ten (10) working days of receiving the appeal.
- Student or instructor 9. **May appeal** the Dean's decision to the Academic Honesty Board. An appeal and any relevant documentation must be **attached** to an email and **sent** to AcademicHonestyBoard@wwu.edu. An appeal by either party must be made within five (5) working days of the Academic Dean's decision.
- Secretary to the Academic Honesty Board 10. **Schedule** a hearing including two faculty and two student members of the Academic Honesty Board, the instructor, and student. A hearing will be scheduled within fifteen (15) working days of receiving the appeal.
- Academic Honesty Board Hearing 11. **Hold** the appeal hearing.
 - a. Both the student and the instructor may be accompanied by one non-speaking, support person.
 - b. The hearing may consist of oral arguments, witness testimony, and questions, all of which shall be restricted to the issues under consideration and matters already in the record. Members of the board may question either party. New evidence may be introduced with the approval of the members of the Academic Honesty Board.
 - c. The Chair/Director may appear in lieu of the instructor. If the instructor is available, but does not appear at the hearing, the documentation that the Chair/Director submitted will be considered to be their statement.
 - d. If either the student or instructor brought the appeal but does not attend the hearing, the appeal shall be considered withdrawn, and the ruling of the Academic Dean shall be considered final.
- Academic Honesty Board 12. **Determine** whether 1) the student in question committed an act of academic dishonesty; and if so 2) whether the sanction was appropriate.
13. **Compose** determination letter with the Academic Honesty Board's decision.
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PROCEDURE

Secretary to the
Academic Honesty
Board

- 14. Send** decision letter via email and registered mail to the student.
- 15. Send** email copies of the letter to the Registrar's Office, instructor, Chair/Director, Academic Dean, and the Academic Honesty Board.

Student or Instructor **16. May appeal** to the Vice President for Academic Affairs. An appeal and any relevant documentation must be **attached** to an email and **sent** to Provost.Office@wwu.edu and a copy to AcademicHonestyBoard@wwu.edu. An appeal by either party must be made within five (5) working days of the Academic Honesty Board's decision.

- 17. May request** a meeting with the Vice President for Academic Affairs to address the appeal. A meeting request must be made within five (5) working days of submitting the appeal.

Vice President for
Academic Affairs

- 18. Meet** with the board chairperson if intention is to overrule or modify the decision of the Board.

- 19. Determine** a ruling on the appeal and **compose** determination letter. A final decision must be reached within fifteen (15) working days.

Secretary to the
Academic Honesty
Board

- 20. Send** decision letter via email and registered mail to the student.
- 21. Send** email copies of the letter to the Registrar's Office, instructor, Chair/Director, Academic Dean, and the Academic Honesty Board.

Note: There is no further appeal possible, as the Vice President for Academic Affairs makes the final decision.

For help and guidance:

Resources for students, instructors, staff, and administrators can be found at www.wwu.integrity.edu

Instructors and students may also contact the Secretary to the Academic Honesty Board for questions regarding the Academic Honesty Procedures. Additional guidance for instructors can be sought in the Registrar's Office, while students can gain additional guidance in the Office of Student Life.

PROCEDURE

Effective Date: **DRAFT 20**
 Approved By: Director, [Department]

Authority: POL-U#
 [Policy Title]

<p>See Also:</p> <p>POL-UXXXX.XX PRO-UXXXX.XX PRO-UXXXX.XX</p> <p>Resources</p> <p>WAC 516-21 POL-U7100.02</p>	<p>Ensuring Academic Honesty at Western Washington University</p> <p>Addressing Academic Honesty Violations</p> <p>Appealing Academic Honesty Violations</p> <p>Academic Honesty Violation E-Sign Form</p> <p>Academic Honesty Violation Appeal E-Sign Form</p> <p>http://www.wwu.edu/integrity/</p> <p><u>Student Rights and Responsibilities Code</u></p> <p>Using Email Accounts for Official Correspondence with Students</p>
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PRO - UXXXX.XXA ADDRESSING ADDITIONAL ACADEMIC HONESTY VIOLATIONS

Secretary to the
 Academic Honesty
 Board

1. **Contact** student via email and registered letter to their permanent address to inform the student of receipt of an additional violation, that the student is required to appear before the Academic Honesty Board, and the consequences for failing to attend. Contact will be initiated after the additional violation has preceded through the entire procedure: Addressing Academic Honesty Violations.

Note: If two or more violations are concurrent, a hearing is not necessarily called unless these are preceded by another violation. The Secretary to the Academic Honesty Board in agreement with the Vice President for Academic Affairs will determine.

Secretary to the
 Academic Honesty
 Board

2. **Schedule** hearing, set date, time and location of hearing and **inform** all relevant parties, including the Student, Instructor(s), and Academic Honesty Board Members. The hearing will be scheduled within thirty (30) working days of notifying the student of a subsequent violation.

Student and
 Instructor(s)

3. **Submit** any relevant background information or explanation to be included in the Board's packets. Additional materials must be received ten (10) working days prior to the hearing. All documentation to be included in the hearing must be submitted prior to the hearing.

PROCEDURE

Action by:

Action:

Secretary to the Academic Honesty Board

4. **Provide** copies of materials to all parties, including but not limited to violation information, background documentation, and written explanations.

Academic Honesty Board, Student, Instructor(s), Secretary to the Academic Honesty Board

5. **Conduct hearing**, which will consist of the student's explanation, clarification from instructor(s), questions from the Academic Honesty Board, and final statements from the student and instructor(s).

Note: The Student's attendance is mandatory. If the student does not attend the hearing, the additional violation stands, and the Academic Honesty Board will still meet to determine an appropriate punishment.

Note: If one or all of the instructors choose not to appear, all evidence in the original violations will be considered. Instructor(s) should be advised that not attending the meeting may negatively impact the nature of the discussion and the final outcome of the hearing.

Academic Honesty Board

6. **Discuss** case and **determine** appropriate sanctions commensurate with the severity of the offenses.

7. **Compose** determination letter with the Academic Honesty Board's decision.

Secretary to the Academic Honesty Board

8. **Send** decision letter via email and registered mail to the student.
 9. **Send** email copies of the letter to the Registrar's Office, instructors, and the Academic Honesty Board.

Student

10. **May appeal** to the Vice President for Academic Affairs. An appeal and* any relevant documentation must be attached to an email and **sent** to Provost.Office@wwu.edu and a copy to AcademicHonestyBoard@wwu.edu. An appeal must be made within five (5) working days of the Academic Honesty Board's decision.
 11. **May request** a meeting with the Vice President for Academic Affairs to address the appeal. A meeting request must be made within five (5) working days of the Academic Honesty Board's decision.

Vice President for Academic Affairs

12. **Meet** with the board chairperson if intention is to modify the sanctions from the board.

PROCEDUREAction by:Action:

13. Determine a ruling on the appeal and compose determination letter. A final decision must be reached within fifteen (15) working days.
- Secretary to the Academic Honesty Board
14. Send decision letter via email and registered mail to the student.
15. Send email copies of the letter to the Registrar's Office, instructors, and the Academic Honesty Board.
- Student
16. Comply with all sanctions within specified deadlines. Failure to comply by established deadlines could result in charges under the Students Rights and Responsibility Code, including registration holds, suspension, or expulsion.
- Note: Documentation of a third offense is likely to result in expulsion, although the Academic Honesty Board has discretion in determining the sanctions based on the severity of the offenses.
- Secretary to the Academic Honesty Board
17. Monitor completion of sanctions imposed, working closely with the student to monitor completion and maintain sufficient progress. **Notify** the Associate Dean of Student Life if the student fails to meet deadlines.

For help and guidance.

Resources for students, instructors, staff, and administrators can be found at www.wvuintegrity.edu

Instructors and students may also contact the Secretary to the Academic Honesty Board for questions regarding the Academic Honesty Procedures. Additional guidance for instructors can be sought in the Registrar's Office, while students can gain additional guidance in the Office of Student Life.