



Policies and Procedures

Student Academic Integrity Process Procedures

I. Purpose

The Student Conduct and Community Standards Procedures outline how the University will proceed once it is made aware of possible academic misconduct by a student, student group, or student organization in keeping with institutional values and to meet the University's legal obligations. This process will be used to resolve alleged misconduct violations of policy 2.17/Student Academic Integrity in a prompt, thorough, reliable, fair, and impartial manner.

II. Definitions

For purposes of this policy, the following terms have the definitions provided below. Please note that some of these terms may have different meanings in other contexts.

Academic Activity – any draft, assignment, assessment, examination, project, applied learning (e.g. internships, co-ops, practicums, field experiences or trips, clinical experiences, or student teaching), research, publication, presentation, or other activity that is completed, submitted, and/or required to fulfill course or degree requirements or obtain a specific distinction, or is conducted in conjunction with an academic program or course.

Academic Integrity Committee – A panel of five (5) individuals comprised of three (3) faculty appointed by the Faculty Senate and two (2) students from the Student Conduct and Community Standards Board. The Committee is responsible for determining whether or not the Respondent(s) violated this policy and appropriate sanction(s) (if applicable). One (1) panelist will serve as the Committee Chairperson, selected by Associate Vice President of Student Affairs (or designee).

Advisor – an individual selected by a Respondent to assist the Respondent throughout the student academic integrity process including, but not limited to, a parent, friend, faculty member, advocate, or legal counsel. An advisor may advise and assist the Respondent in preparation for any meetings, interviews, or hearings that may occur; accompany the Respondent through all process meetings, interviews, or hearings; or assist the Respondent in preparing an appeal. An advisor may not participate in the student academic integrity process in any other capacity in reference to the same incident, including, but not limited to, serving as a Witness or Co-Respondent. Advisors may not directly participate, speak, comment, or make any type of representation or argument on behalf of a Respondent in any aspect of the student academic integrity process including, but not limited to: meetings, interviews, or hearings. The availability of an Advisor to attend a student academic integrity process meeting, interview, or hearing shall not unreasonably interfere with or delay the proceedings.

Academic Integrity Appeals Committee (graduate) – the Associate Vice President for Student Affairs (or designee) and the Dean of the Graduate School (or designee).

Academic Integrity Appeals Committee (undergraduate) – the Associate Vice President for Student Affairs (or designee) and either the dean of the academic college in which the violation occurred or the dean of the academic college for the student’s academic major depending upon the nature of the appeal.

Faculty Member – any member of the University community who has responsibility for classroom or other teaching activities, mentoring, or academic evaluation of a student. This includes, but is not limited to, instructors, researchers, applied learning supervisors, teaching assistants, research assistants, graduate assistants, lab assistants, and course directors.

Respondent – any student, student group, or student organization who has been accused of or reported for allegedly violating University policy. There may be more than one respondent for an incident. In incidents involving student groups or organizations, the president, director, team captain, or other member of student leadership will participate in the student academic integrity process on behalf of the group or organization. Student groups and organizations may not be represented by non-students, alumni, inactive members, or coaches in the student academic integrity process; however, such individuals may be selected by a student group or organization to serve in the role of Advisor in the student academic integrity process.

Student – any individual who has been notified of admission to the University; is enrolled in, auditing, or participating in any University course or program; is assigned a space in a University owned or managed housing facility; or has a continuing relationship with the University. This includes, but is not limited to, Orientation, Intensive English, National Student Exchange, and Study Abroad. An individual is considered a student until they notify the University they are no longer a student or the University informs them that they are no longer a student for reasons including, but not limited to, withdrawal, transfer, graduation, withdrawal, academic disqualification, or expulsion. An individual who has been suspended is still considered a student during the suspension period. Students who leave the University before an academic integrity complaint is resolved may be prohibited from future enrollment and/or accessing University records until the matter is resolved.

Student Group – any number of persons who are associated with the University and each other, but who have not registered, or are not required to register, as a student organization that conducts business or participates in University-related activities. Student groups include, but are not limited to, Student Government Association, Student Activities Council, musical or theatrical ensembles, sport clubs, or intercollegiate or independent varsity athletic teams.

Student Organization – any student-led organization that has been approved and is recognized by the Student Government Association.

University – Wichita State University (WSU) and its affiliates.

University Business Day – refers to any day the University is open for official business (usually Monday through Friday, not including University breaks or holidays).

University Official – any individual employed by the University, acting within the scope of their employment including, but not limited to, faculty, staff, Resident Assistants, Intramural Officials, law enforcement officers, or facility managers.

University Policy – any written guidelines of the University or the Kansas Board of Regents as found in, but not limited to, the *Housing and Residence Life Handbook*, *Graduate/Undergraduate Catalogs*, *Student Organization & Advisor Handbook*, *WSU Policies and Procedures Manual*, *Library Facilities Policy*, *Kansas Board of Regents’ Board Policy Manual*, *Traffic Regulations*, and/or *Intramural Sports Handbook*.

University Premises – any land, building, facilities, vehicles, and other property in the possession of, owned, used, leased, or otherwise controlled by the University and/or its affiliates.

Witness – individual who is requested to participate in an investigation or a hearing because that individual may have information about the alleged misconduct. Witness names may be provided by the Respondent or others with knowledge of the matter.

III. Student, Student Group, and Student Organization Expectations

- A. All respondents shall be entitled to the same expectations in all investigations and resolution processes relating to reports of alleged violations of the Student Academic Integrity policy.
- B. All respondents shall be presumed not to have violated the Student Academic Integrity policy unless it is proven that it is more likely than not that a violation has occurred.
- C. All respondents will be advised of their expectations, in writing, during their first meeting with the Director of Student Conduct and Community Standards (or designee).
- D. All respondents have the expectation of:
 - 1. Being notified of the alleged violation(s) of University policy;
 - 2. Being provided advanced notice of all meetings in which they are requested or entitled to participate and be notified of the purpose of those meetings;
 - 3. Being accompanied by an Advisor of the respondent’s choice throughout the investigation and resolution process;
 - 4. Requesting reasonable accommodations from the Office of Disability Services or the Office of Human Resources (for employees) in order to ensure full and equitable participation in the investigation and resolution process;
 - 5. Being informed of the available resolution options;
 - 6. Being informed of campus and community resources available for support and assistance;
 - 7. Submitting information, including the names of witnesses, for consideration in the investigation;
 - 8. Being informed of all parties contacted to participate in the investigation and their relation to the alleged misconduct;
 - 9. Reviewing, after any required redaction, all information to be considered in determining the outcome of the case upon request by scheduling an appointment with the Director of Student Conduct and Community Standards & Community Standards or designee;
 - 10. Choosing to provide or not to provide a statement or respond to questions during the investigation and resolution process;
 - 11. Submitting a written impact statement to be considered before a decision on consequences (if applicable) is rendered; and
 - 12. Requesting one appeal within the University’s process.

- E. Any respondent may elect to waive any of the aforementioned expectations so long as the waiver is communicated in writing.

IV. Student, Student Group, and Student Organization Responsibilities

All respondents and witnesses who are members of the University community have the following responsibilities relating to all investigations and resolution processes related to reports of alleged violations of the Student Academic Integrity policy:

A. Honesty

All participants are expected to be honest and forthright in all communication relating to the investigation and resolution of allegations of misconduct. Providing false or misleading information is a violation of University policy and may result in additional charges under policy 8.05/Student Code of Conduct or other applicable University policy.

B. Communication and Responsiveness

The University uses @shockers.wichita.edu e-mail addresses as its formal means of communication with students and @wichita.edu for employees. Communication regarding an investigation and/or resolution process is deemed given when sent to an official @shockers.wichita.edu e-mail address. Students and employees are responsible for checking their University e-mail and responding to all requests for information or other responses within a timely manner. Failure to respond or appear by a given deadline may result in the process proceeding in an individual's absence. Decisions will be made on the information that is available at the time the decision is made.

C. Preparation

All respondents and witnesses are responsible for adequately preparing themselves for investigation and resolution meetings, including reviewing applicable University policies and procedures. Students, student groups, and student organizations are also responsible for ensuring that their Advisor is familiar with the appropriate policies and procedures. Failure to adequately prepare for a scheduled meeting will not be reason for delaying the meeting or other proceedings.

D. Adhere to Process

Respondents are to refrain from disrupting the orderly process of the investigation and resolution process for alleged violations of University policy. No individual, student group, or student organization involved in the process other than the investigator, or Committee chairperson may audio or video record any investigation or resolution meetings or other portions of the process. Any individual, student group, or student organization deemed to be disruptive may be removed from a meeting and/or charged with violating policy 8.05/Student Code of Conduct.

V. Reporting, Review, and Appeal Procedures

The process used to report alleged infractions, investigate, and assign sanctions (if warranted) are summarized in the attached flowchart. All allegations of academic misconduct must be made in good faith, and the subsequent investigation and follow-up review(s) must be done in a prompt, thorough, reliable, fair, and impartial manner, typically within 30 days of the initial report. However, there are instances when this timeframe cannot be met, but every effort will be made to complete the investigation without undue delay.

A. Reporting

When a faculty member observes an infraction, or an infraction is reported to them, the faculty member will notify the respondent and carry out a preliminary investigation to determine whether sanctions are warranted. If the faculty member determines sanctions are warranted, regardless of severity, the faculty member must report the infraction to the Office of Student Conduct and Community Standards via the online Maxient reporting form. If the faculty member determines sanctions are not warranted, then reporting is encouraged to help identify serial offenders, but is not required.

It is possible that academic integrity infractions will be reported by parties outside the faculty member. For example, student research not associated with a specific course, but which is part of the student's academic program, is included under both policy 2.17/Student Academic Integrity and 9.13/Misconduct in Research. In such case the investigative process laid out in the latter will supplant the former, but sanctions are also possible. Further, when an outside party has evidence that an infraction has occurred, it should be reported in good faith to the faculty member of record. If the faculty member decides to not proceed with an investigation of the allegation, the evidence can be reported to Student Conduct and Community Standards for review by the Academic Integrity Committee.

Once reported to the Office of Student Conduct and Community Standards, a registration hold and an exception hold will be added to the respondent's record. The registration hold prevents the respondent from trying to avoid an investigation by withdrawing from the course. The exception hold has no direct consequence to the respondent but is used to alert advisors and administrators that an academic integrity investigation is underway. Both holds will be removed upon conclusion of the investigation and can be removed prior to that upon petition.

B. Review

The burden of proof to support a sanction is preponderance of the evidence. Academic misconduct investigations are a collaboration between Student Conduct and Community Standards and the faculty. The nature of that collaboration will vary depending upon the complexity of the allegation and evidence, but involvement of Student Conduct and Community Standards is meant to provide support and advice regarding best practices to the faculty. When a respondent requests a hearing, the Academic Integrity Committee (3 faculty + 2 students) will be constituted from a trained pool of potential members. The decision of the Academic Integrity Committee supersedes all prior decisions and sanctions. When the Committee views the evidence as meeting the burden of proof, it is expected that they will typically defer to the course faculty member's decision regarding sanctions. Deviations should be made in consultation with the faculty member and be robustly justified. Respondents may continue in all courses during the Academic Integrity hearings.

C. Appeal

Respondents are entitled to appeal academic integrity sanctions to the Appeals Committee. A typed and signed appeal that includes the reason for the appeal and supporting information must be submitted within 10 (ten) business days of the decision. The Appeals Committee can:

1. Deny the request to hear the appeal because it does not meet the appeal criteria
2. Accept the request to review the appeal, and
 - a. Remand the case back to the Academic Integrity Committee

b. Overturn the Academic Integrity Committee's decision

A great deal of deference is given to the decision of the Academic Integrity Committee, and if the appeal documentation does not fall into one of the permissible grounds, or does not support the claim, the appeal will be denied without action. Alternatively, if the Appeals Committee decides that there is merit to the appeal, then the case could be remanded back to the Academic Integrity Committee (e.g., when new and credible information is presented), or the Academic Integrity Committee's decision could be overturned. The Appeals Committee cannot issue sanctions outside of what were assigned by the Academic Integrity Committee. The respondent may only appeal once. The decisions of the Appeals Committee are final and may not be further appealed.

D. Discretion

Discretion is expected by those involved in the academic integrity process, especially as related to investigations of academic misconduct allegations. Details should only be shared by those that are on a need to know basis.

VI. Additional Consequences for Egregious and/or Serial Offenders

In cases where respondents have a demonstrated track record of academic integrity violations, the Office of Student Conduct and Community Standards can recommend the Academic Integrity Committee consider additional sanctions beyond what the respondent received for each infraction, corresponding to the lower part of the procedure flowchart. In this instance, the Office of Student Conduct and Community Standards presents evidence to justify the additional sanctions, which were made available to the respondent at least 10 (ten) business days prior to the hearing. Similarly, in cases where the sanction is not consistent with the severity of the infraction, the Office of Student Conduct and Community Standards can request that the Academic Integrity Committee take up the case to consider increasing or decreasing the sanction to be more in alignment with its severity. In both cases, the decision of the Academic Integrity Committee can be appealed using the procedure defined above. The Academic Integrity Committee considering the additional consequences will be the same as the prior case unless extenuating circumstances occur as determined by the Associate Vice President of Student Affairs.

VII. Process Outcomes and Consequences

Respondents who are found to have violated policy 2.17/Student Academic Integrity will receive academic and/or disciplinary sanctions appropriate to the current violation(s) and in consideration of any prior academic integrity and/or Student Conduct and Community Standards violation history and/or mitigating or aggravating circumstances. A single sanction may be issued, or a combination of sanctions may be issued depending upon the nature and severity of the violation(s). In the case of student groups and organizations, if a sanction issued by a national or other governing body exceeds that of the University, the University may concur with that sanction.

A. Academic Sanctions

Academic Sanctions are those consequences which impact a student's academic progress in a specific course or program:

Additional Academic Requirements – The student is required to complete one or more additional academic activities which include, but are not limited to, retaking an examination, submitting a new paper, etc.

Assignment Grade Reduction – The student will receive a reduced grade, up to and including zero credit, for the academic activity involved in the violation.

Course Grade Reduction – The student will receive a reduced grade, up to and including a failing grade (i.e. F), for the course in which the violation occurred.

B. Disciplinary Sanctions

Disciplinary Sanctions are those consequences which impact a student's overall standing with the institution and/or interactions with members of the University community, including:

Written Warning – Official notification of unacceptable behavior and violation(s) of policy 2.17/Student Academic Integrity. Any further misconduct may result in more serious disciplinary consequences.

Disciplinary Probation – The student is deemed not in good conduct standing with the University. The duration of any probationary period will be determined by the Academic Integrity Committee on a case-by-case basis. Any further violations of University policy while on probation may result in more serious consequences being imposed. Some of the restrictions that may be placed on the student during the probationary period include, but are not limited to: participation in student activities, representation of the University on athletic teams or in other leadership positions, eligibility to receive any University award or honorary recognition, entrance into University residence halls or other areas of campus, participation in a study abroad program, or University computer and network usage.

Deferred Suspension – The student will be officially suspended from the University, but the suspension will be deferred, meaning that the student may continue to attend classes at this time. The suspension will be automatically enforced for failure to complete any assigned sanctions by the deadline and/or for any subsequent violation of University policy unless the Director of Student Conduct and Community Standards & Community Standards determines otherwise in exceptional circumstances. If the student is found responsible for any subsequent violation of policy 2.17/Student Academic Integrity, the student will be automatically suspended for the length of the original deferred suspension in addition to the other consequences imposed for the subsequent violation. Some of the restrictions that may be placed on the student during the deferred suspension period include but are not limited to: participation in student activities, representation of the University on athletic teams or in other leadership positions, eligibility to receive any University award or honorary recognition, entrance into University residence halls or other areas of campus, participation in a study abroad program, or University computer and network usage. The duration of any deferred suspension period will be determined by the Academic Integrity Committee on a case-by-case basis.

Suspension – The student is required to leave the University for a designated period of time. During the suspension period, a student may not attend classes (either in person or online), or participate in University-related activities, whether they occur on or off campus. The student may not be present on University premises unless authorized in writing in advance under conditions approved by the Director of Student Conduct and Community Standards & Community Standards or designee. A student may be withdrawn from any classes in which the student is currently

enrolled and will not be eligible for a refund. A registration and records hold will be placed on the student's account until the conclusion of the suspension period. If the student is an on-campus resident, the student's contract with Housing & Residence Life will also be terminated and the student will be responsible for paying any remaining fees for the duration of the original contract period. The student must successfully complete all assigned educational sanctions prior to the conclusion of the suspension period, or the suspension will remain in effect until they are completed. The student must meet with a member of the Student Conduct and Community Standards & Community Standards staff during the last month of the suspension period in order to initiate the removal of the registration and records hold.

Expulsion – The student will be separated from the University without the possibility of graduation or future enrollment. The student may not be present on University premises unless authorized in writing in advance under conditions approved by the Director of Student Conduct and Community Standards. A student may be withdrawn from any classes in which they are currently enrolled and will not be eligible for a refund. A permanent registration hold will be placed on the student's account. If the student is an on-campus resident, the student's contract with Housing & Residence Life will also be terminated and the student will be responsible for paying any remaining fees for the duration of the original contract period.

Withholding of Transcripts or Degree – The University may withhold copies of student transcripts or awarding a degree otherwise earned until the completion of the process set forth in policy 2.17/Student Academic Integrity is complete.

Revocation of Admission and/or Degree – Admission to the University or a degree awarded from the University may be revoked for fraud, misrepresentation, or other violation of policy 2.17/Student Academic Integrity in obtaining the degree from or gaining admission to the University.

Loss of University Privileges – The student is restricted from accessing specific University privileges including, but not limited to: parking on campus, participation in student activities, holding a student leadership position, participation in a study abroad program, and University computer and network access.

No Contact Order – The student is prohibited from intentional direct or indirect contact with another person or group or their property via any means, including, but not limited to: personal contact, electronic communication (e.g. text messages, social media, etc.), telephone, or through third parties.

Campus and/or Building Ban – the student is prohibited from being on any campus property and/or entering specific University facilities. Any student alleged to have violated a campus and/or building ban may be subject to additional disciplinary action.

No Trespass Order – The student is prohibited from being on any campus property and/or entering specific University facilities.

C. Educational Sanctions

Educational sanctions are those which provide students with an opportunity to learn from and reflect upon their choices and/or develop skills to avoid further academic integrity violations in the future, including:

Knowledge Attainment Activities – activities designed to increase a student’s knowledge in areas related to the violation(s) committed including, but not limited to: attending workshops, researching a specific topic, interviewing a professional in a specific field, etc.

Reflective Activities – activities designed to allow the student to reflect on one’s own behavior choices and the impact of those choices on the student and others, including potential future impacts if the same choices continue.

Restorative Activities – activities designed to repair harms caused and give back to others or the larger community including, but not limited to: community restitution service, letters of apology, educational presentations, etc.

Wellness Activities – activities designed to address student’s wellness in areas including social, emotional, financial, physical, academic, and environmental wellness including, but not limited to: substance use assessments, counseling assessments, meeting with an academic advisor, meeting with a Student Involvement staff member, etc.

Restitution – The student is required to pay for the loss of, damages to, or injury to University, personal, public, or private property, provided that such payment shall be limited to the actual cost of repair or replacement of such property.

VIII. Acknowledgements

Similar policies and/or procedure documents from the following universities informed the content of this document: Florida State University, Texas A&M University, University of Florida, University of Illinois-Springfield, and University of Nevada, Las Vegas. Wichita State University wishes to acknowledge them for their example, inspiration, and assistance in developing this document.

July 2018