



STANDARD OPERATING PROCEDURE - POLICY

SOP TITLE:	Academic Integrity Procedures		
SOP NUMBER:	SOP306		
DIVISION / DEPARTMENT:	Academic Affairs/Student Affairs		
REVIEW DATE:	01-MAY-2024	AUTHOR:	
POLICY REF:	AA306 Academic Integrity Policy		

STANDARD PROCEDURES FOR: The Academic Integrity Procedures address violations of behavior that misrepresents or falsifies a student’s knowledge, skills or abilities. Such violations include two broad categories: (1) cheating and (2) plagiarism.

The Academic Integrity Procedures are administrative in nature and are not governed by the rights, procedures, and rules that would apply in a court of law. This procedure only addresses violations of Academic Integrity. No other violations are reviewed through this process.

STEPS:	INSTRUCTIONS:
01	If a faculty member suspects a student has violated academic integrity, the faculty member will need to follow the procedure below:
	<p>Communicate with the Student The faculty member must communicate or provide documentation of attempting to communicate with the student who has allegedly violated academic integrity to discuss the matter within ten (10) working days following discovery of the violation during the semester or, if at the end of the semester or within ten (10) working days after the start of the new regular semester, following the semester in which the alleged violation occurs.</p> <ol style="list-style-type: none"> a. The faculty member and the student must meet within ten (10) days of the notification to discuss the matter. b. If the faculty member finds the student did not violate academic integrity, the matter is closed and the allegations are dismissed. c. If the faculty member finds the student guilty of violating academic integrity and chooses to handle the matter directly with the student, the possible sanctions may include, but are not limited to, failure/grade penalty on the assignment, rewriting the assignment, failure/grade penalty on the test, and failure/grade penalty in the course. <ul style="list-style-type: none"> • If after communicating with the faculty member, the student feels the matter is not resolved to their satisfaction, they may

	<p>refer the issue to the Associate Dean/Department Chair of the department where the alleged offense occurs and to the Associate Dean/Department Chair of the student’s academic department or the Office of Admission if undeclared within ten (10) working days of the meeting with the faculty member. The Associate Dean/Department Chair of the department must convene a meeting with the student and the faculty member within ten (10) working days of the referral.</p> <ul style="list-style-type: none"> • If no resolution of the matter is reached, the student may refer the matter to the Academic Integrity Committee. The student must submit a report requesting a hearing within ten (10) working days after the meeting with the Associate Dean/Department Chair of the department and the faculty member. <p>d. If the faculty member is unable to communicate with the student because the alleged violation occurs at the end of the semester, a grade of NR will be reported until a meeting with the student can be scheduled, the matter is resolved with the faculty member, or there is a decision by the Academic Integrity Committee.</p> <p>e. If the student fails to respond to meet with the faculty member within fifteen (15) working days during the semester or after fifteen (15) working days after the start of the new regular semester if after the end of the semester, the faculty member may assign a grade at their discretion or refer the matter to the Academic Integrity Committee and provide a grade of NR to the student.</p> <p>A. f. If the faculty member finds the student violated and should be referred to the Academic Integrity Committee, the faculty member must file a report within ten (10) working days after the meeting during the semester or, if at the end of the semester, 10 working days after the start of the new semester following the semester in which the alleged violation occurs. The faculty member must report the alleged violation to the student, to the Associate Dean/Chair of their department, to the Associate Dean/Chair of the student’s academic department or the Office of Admissions if undeclared, and to the Vice President for Academic Affairs. The report will describe the nature of the violation and the action taken.</p>
ACADEMIC INTEGRITY COMMITTEE	
	<p>The Academic Integrity Committee shall be a standing Faculty Senate committee for the resolution and disposition of violations of academic integrity Composition. The Academic Integrity Committee is composed of:</p>

	<ul style="list-style-type: none"> • Three (3) faculty members and three (3) alternates on a two- year departmental rotating basis. Committee members will be nominated by academic departments to serve on the Committee; • Three (3) student members and three (3) alternates appointed by the Associated Students of WNMU (ASWNMU) on a one academic year term (fall and spring); and • One (1) staff member who has taught a college level course and one (1) staff alternate who has taught a college level course will be appointed by the Staff Senate at the beginning of each academic year. • The Committee shall elect a Chair, Vice-Chair, and Secretary. Quorum of the Academic Integrity is defined as one (1) unconflicted member from faculty, student, staff, and the Chair, Vice Chair, and Secretary. If either the Chair, Vice Chair, and Secretary are conflicted, an alternate will be selected from the available pull of members of the Academic Integrity Committee. In the event that a quorum of the regular members cannot be obtained for a pending matter, and the chair determines that a hearing must occur before a quorum can be obtained, alternates identified above may serve.
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COMMITTEE DUTIES	
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	<p>The duties of the Academic Integrity Committee shall include but not be limited to the following tasks:</p> <ol style="list-style-type: none"> 1. Hear cases brought before the committee after following the above procedures; 2. Make recommendations based on substantial evidence presented; 3. The Chair of the Academic Integrity Committee will be responsible for notifying the faculty member and the student in writing of the alleged violation(s) of Academic Integrity. The chair is responsible for conducting the hearing or rescheduling a hearing as part of these procedures. 4. The Vice-Chair is responsible for notifying the members of the Academic Integrity Committee (faculty, students, and staff) of the date, time and place at which the Committee will hold a hearing. The Vice-Chair may also conduct a hearing in the absence of the Chair and will fulfill the duties of the chair in that case. 5. The secretary is responsible for preparing a written report of the hearing which includes the decision of the Committee and the signature of the Chair.
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HEARINGS	
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	<p>1. Notice to the Faculty Member and the Student: Within ten (10) working days after an alleged violation of academic integrity has been referred to the Academic Integrity Committee, the Chair of the</p>
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Committee will notify the faculty member and the student in writing. The notice will be sent to the student's WNMU email address and their campus mailbox and/or their permanent address, as appropriate. For the faculty member, the notice will be sent to the WNMU email. The notice will include the date, time, and place at which the Academic Integrity Committee will hold a hearing.

2. Date of Hearing

The hearing should not take place until at least ten (10) working days after the notification is sent. If the hearing falls outside of a working day, during a break in the semesters, during the summer months, or when a quorum of the Academic Integrity Committee is not available, the Chair has the responsibility to schedule the hearing within the earliest reasonable timeframe.

3. Who May Attend

The hearing shall be closed to the public and considered confidential. The members of the Academic Integrity Committee (quorum required), the student, and the faculty member must attend the hearing. Witnesses and the Associate Dean/ Department Chair of the department of the faculty member may attend the hearing. The student has the right to have an advisor present during the hearing. When a student is required to appear before the Academic Integrity Committee, one member of the campus community may accompany them as their advisor. The advisor may be an attorney, but the student will need to inform the Academic Integrity Committee of the attorney's participation at least five (5) working days prior to the hearing. The advisor may not speak for the student, nor argue the case. The advisor may not participate in the interview, but may advise the student. WNMU, at its discretion, may have an attorney present to advise the Academic Integrity Committee.

4. Failure to Appear

If the faculty member or the student fails to appear at the hearing on the date, time, and place specified in the notice, the Academic Integrity Committee may hear testimony and evidence and reach a decision on the basis of the evidence presented. If either party is unable to appear on the date specified in the notice, they should notify the Chair of the reason that prevent attendance at least two (2) working days in advance or immediately in case of an emergency. If the Chair determines that good cause exists for not attending on the scheduled date, a new date for the hearing will be set no later than ten (10) working days within the semester that the alleged violation occurs or, if at the end of a semester, ten (10) working days after the start of the new semester following the semester in which the alleged violation occurs.

	<p>5. Decision At the close of the hearing, the Academic Integrity Committee shall deliberate privately as to whether there was a violation of Academic Integrity Policy. The Academic Integrity Committee will seek to reach consensus for a decision in the case. A majority of the Academic Integrity Committee will constitute a decision. In the event of a tie vote, the report of the Academic Integrity Committee will be that no judgment was rendered.</p> <p>6. Reports The Secretary of the Academic Integrity Committee shall prepare a written report of the hearing which includes the decision of the Academic Integrity Committee. The Chair of the Academic Integrity Committee will sign the report before it is sent to the Vice President for Academic Affairs, the Associate Dean/ Department Chair of the faculty member’s department, the Associate Dean/ Department Chair of the student’s academic department or the Office of Admission if undeclared, the faculty member, and the student. A copy of the report will also be placed in the student’s official file in the Office of Registrar, if found to have violated the Academic Integrity Policy. .</p> <p>If the decision of the Academic Integrity Committee is that no judgment was rendered, the Secretary of the Academic Integrity Committee will submit the report to the faculty member, student, and the Associate Vice President of Academic Affairs. The decision will be rendered by the Associate Vice President of Academic Affairs within ten (10) working days from the report submission. If the Associate Vice President of Academic Affairs is conflicted, the decision will be made by the Assistant Vice President of Academic Affairs.</p> <p>7. Hearing Records The Office of Academic Affairs will maintain the records of the hearing. Other than as required by law, no records, documents or other materials gathered or created during the hearing process will be released to anyone, including the student and faculty member. Should the hearing be recorded, the recording will remain in the possession of WNMU, stored in a secure file on the WNMU server as property of WNMU.</p>
	APPEAL
	<p>The student or the faculty member has the right to appeal the decision of the Academic Integrity Committee. The appeal is not intended to re-hear or re-argue the same case and is limited to the specific grounds outlined below. Appeals will not be heard or granted based solely on the student’s or faculty member’s disagreement with the original determination. The appeal must specify the following:</p> <ol style="list-style-type: none"> 1. Student’s name, W#, current address and best contact number; 2. The written notice of the complaint;

	<p>3. The written decision and sanctions from Academic Integrity Committee;</p> <p>4. Reason why the student/faculty member believes there is merit for an appeal. Appeals may be filed for the following reason(s):</p> <ul style="list-style-type: none"> ○ There is new evidence that could have affected the decision and was not reasonably known at the time of the hearing. Include the new evidence in the letter of appeal. ○ The Academic Integrity stated procedures were not followed. Provide what procedure was not followed; ○ Sanctions are substantially disproportionate to the violation. <p>Appeals that do not meet the criteria above will not be considered, and the original determination will stand.</p>
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APPEALS PROCEDURE

	<p>A. Appeals will be made in writing and postmarked, emailed faxed, or hand-delivered to the Vice President for Academic Affairs (VPAA). All information required, including the reason for the appeal and any supporting information, must be included and submitted within ten (10) working days after receiving the decision regarding the Academic Integrity violation.</p> <ul style="list-style-type: none"> • Exception: If VPAA is conflicted, the appeal must be postmarked, emailed, faxed, or hand-delivered to the Office of the President. All information required, including the reason for the appeal and any supporting information, must be included and submitted within ten (10) working days after receiving the decision regarding the Academic Integrity violation. The WNMU President will follow the steps below for the decision. The decision of the WNMU President under this exception is final. <p>B. VPAA will provide a copy of the appeal to the non-appealing party within five (5) working days from the receipt of the appeal.</p> <p>C. The non-appealing party may submit a written response to the VPAA within five (5) working days from the receipt of the notification of the appeal.</p> <p>D. The VPAA will review the information and will submit a written response within twenty (20) working days of receipt of the appeal.</p> <ul style="list-style-type: none"> a. The VPSAEM will provide the reasons for the decision to the faculty member and student. b. The decision will be sent to the Associate Dean/ Department Chair of the faculty member’s department, the Associate Dean/ Department Chair of the student’s academic department or the Office of Admission if undeclared, the faculty member, and the
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	<p>student. A copy of the report will also be placed in the student's official file in the Office of Registrar, if found to have violated the Academic Integrity Policy.</p> <p>c. The decision of the VPAA is final.</p> <p>E. The Office of Academic Affairs will maintain the records of the appeal. Other than as required by law, no records, documents, or other materials gathered or created during the hearing process will be released to anyone, including the student and faculty member.</p>
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CONSEQUENCES	
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	<p>The Academic Integrity Committee will usually follow the consequences below to determine level of discipline due to the violation. In egregious or serious cases, the consequences may exceed the level recommended and move to a higher level of discipline. The disciplinary action, including the level of the action, will be noted in the student's official file in the Office of Registrar.</p> <p>A. A first finding of a violation of academic integrity will result in an Academic Integrity Warning.</p> <p style="padding-left: 20px;">a. A warning is a formal written admonition.</p> <p>B. A second finding of a violation of academic integrity will result in an Academic Integrity Probation.</p> <p style="padding-left: 20px;">a. Disciplinary Probation is a more serious admonition assigned for a definite amount of time. It implies that any future violation, of whatever kind, during that time may be grounds for suspension, suspension with conditions, or in especially serious cases, expulsion from WNMU.</p> <p>C. A third finding of a violation of academic integrity will result in an Academic Integrity Suspension.</p> <p style="padding-left: 20px;">a. Suspension is removal from membership in, or student worker employment by, WNMU for a specified period of time; or</p> <p style="padding-left: 20px;">b. Suspension with Conditions is removal from membership in, or student worker employment by, WNMU for at least the period of time specified by the suspension, with the suspension to continue until certain conditions, stipulated by the Academic Integrity Committee applying this sanction, have been fulfilled.</p> <p>D. A fourth or serious violation of academic integrity will result in Academic Integrity Expulsion.</p> <p style="padding-left: 20px;">a. Expulsion is a permanent removal from membership in, or employment by, the University.</p>
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DEFINITIONS

Cheating

Cheating includes, but is not limited to, using or attempting to use unauthorized materials such as notes, texts, images, electronic devices, and unauthorized copies of test materials. Cheating is also understood to mean unauthorized collaboration with others, copying the work of another, interfering with the work of another, taking an examination for another student or knowingly permitting another person to take an examination for oneself, or any action that presents the work of others to misrepresent the student's knowledge, skills, or ability.

Plagiarism

Plagiarism includes, but is not limited to, the intentional or unintentional representation of another's work as one's own without proper acknowledgement of the original author or creator of the work, failure to quote and/or cite sources, providing or receiving unauthorized assistance in the preparation of any academic work, the fabrication of sources or information, or submitting the same work for more than one course/instructor without the permission of the current course instructor. This is not to be confused with Copyright violation.

Working days

Monday through Friday, excluding school holidays or WNMU closure period. If the last day of the designated time period is a school holiday or WNMU closure period, the designated time period will run until the end of the next day which is not a school holiday or WNMU closure period. The term "WNMU closure period" includes the week of final exams.

Faculty Member

A faculty member means an Adjunct, Faculty, Dual Enrollment Instructor, or Non-Credit course Instructor of any rank teaching classes at or through WNMU.

REFERENCES / RESOURCES:	AA306 Academic Integrity Policy
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NOTES:	
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