

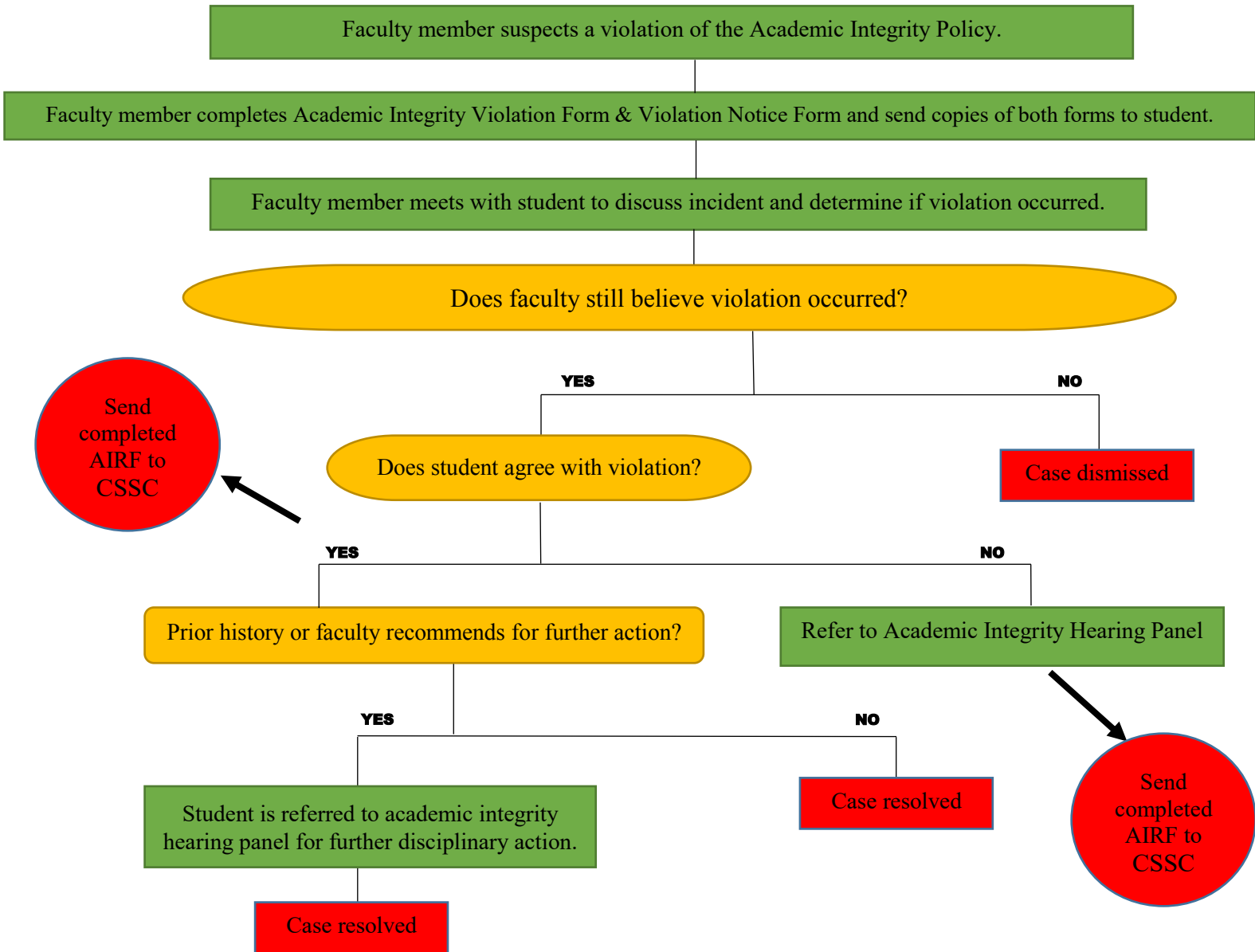


# Wright State University

## The Office of Community Standards and Student Conduct

937-775-4240 ~ [Studentconduct@wright.edu](mailto:Studentconduct@wright.edu) ~ 201 Student Union Monday – Friday 8:30AM – 5:00PM

### ACADEMIC INTEGRITY POLICY VIOLATION PROCESS CHART



*A student accused of a violation of academic integrity is not permitted to drop or withdraw from the course unless the matter is resolved in the student's favor. In the event that a student is exonerated, the student may choose to complete the course, with the opportunity to make up any work missed, or withdraw from the course without any notation of the course on the student's academic transcript.*

**PLEASE** contact the Office of Community Standards and Student Conduct if you have any questions or concerns about the Academic Integrity Policy!!!

The information in this sheet is general in nature and is designed to assist students in preventing possible violations of Academic Integrity. This information should not be considered all inclusive. For a complete copy of the Academic Integrity Policy and procedures, please refer to the CSSC web page located at <http://www.wright.edu/students-affairs/student-life/community-standards-and-student-conduct> or contact the Office of Community Standards and Student Conduct at 775-4240.

# **The Importance of Addressing Violations of Academic Integrity**

Wright State University is committed to academic excellence. It is the policy of Wright State University to uphold and support standards of personal honesty and integrity for all students consistent with the goals of a community of scholars. Your role as faculty is crucial in educating and upholding these standards. Here are a few of the reasons why reporting EVERY incident of academic misconduct is important.

- **Establishing a Standard**

By reporting alleged violations of academic integrity, faculty reinforce the policy that such behavior is unacceptable. Failure to report misconduct sends a message that it is condoned.

- **The Process Counts**

Following the proper procedures ensures a timely and fair resolution and reduces the likelihood of an outside legal challenge.

- **The Message is Clear**

Reporting misconduct emphasizes the seriousness of the incident. Others who are aware of cheating learn that integrity is valued, and that they don't need to cheat to compete.

- **The Focus of the Process is an Educational Outcome**

This developmental approach ensures that appropriate consequences are applied to inappropriate behaviors. Therefore, the student is motivated not to repeat the behavior.

- **Appropriate Sanctions as Defined in the Code of Student Conduct**

Written reprimand, retake/replace assignment, no credit ("0" for assignment), reduction of final class grade, failure of class. Please refer to the Code of Student Conduct for a more detailed description of each sanction.

## **Academic Integrity Process and Procedures**

### **1. Allegation Process**

- Document the alleged violation through an Academic Integrity Violation Form (AIVF) or memo.
- Notify the student of the allegations (preferably in writing) and the need for a meeting to discuss the incident.
- Provide a copy of the allegation to the student at the meeting.
- The student should be given an opportunity during the meeting to respond to allegations.

## **2. Faculty Member Believes Violation Occurred**

- If after the meeting, the faculty member still believes that “more likely than not” a violation did occur, the faculty member will determine the most appropriate sanction. Please refer to the Code of Student Conduct for a more detailed description of each sanction.

## **3. Participants Agree Violation Occurred**

- If the student and faculty member agree that a violation took place the faculty member needs to complete the Academic Integrity Resolution Form (AIRF) to document the outcome and ask the student to sign the form.
- The student should receive a copy of the form(s). The faculty member needs to keep their copy and forward a copy to the Office of Community Standards and Student Conduct (CSSC).

## **4. If Student Denies Allegations**

- If the student denies the allegation(s), the faculty member will inform the student that the case will be referred to the Academic Integrity Hearing Panel (AIHP) for adjudication.
- The AIRF will be completed and signed by both parties with the student receiving a copy and an additional copy will be sent to the office of CSSC.
- The AIHP will review in private the written materials submitted by the faculty and the student and select one of the following actions:
  - (1) AIHP concurs with the faculty member’s opinion that the student has committed a violation of the Academic Integrity Policy,
  - (2) AIHP concurs with the faculty member’s opinion that the student has committed a violation of the Academic Integrity Policy and may recommend additional sanctions or
  - (3) AIHP is unable to decide based on the written documentation and asks the student and faculty to appear at an AIHP hearing. The CSSC office will send the student the results of the AIHP. If a hearing to obtain more information is necessary, the student will be notified when and where the hearing will take place via e-mail.

## **5. No Violation Found**

- If the faculty member believes that no violation took place as a result of the meeting, the faculty member will dismiss the case and the issue will be considered resolved. Any academic misconduct documentation regarding the incident should be destroyed.

## **6. If Student Fails to Attend Meeting**

- If the student chooses not to schedule or attend the meeting with the faculty member, the faculty member, in the student’s absence, will find the student responsible for the violation and submit the documentation to the office of CSSC.
- Upon receipt of the documentation, the Office of CSSC will bill a \$35 non-compliance fine to the student’s bursar’s account. The student will be referred to the AIHP for consideration of further sanctioning.

## **7. Additional Sanctions**

- If the faculty believes that the seriousness of the incident warrants additional action beyond any academic sanction(s), the AIRF should be completed indicating that the case will be referred to the AIHP for further consideration.
- After receiving documentation from the faculty member, the Office of CSSC will review the student's discipline history. Any student who has previously been found responsible for academic dishonesty will automatically be referred to the AIHP for possible further sanctioning.

## **Tips for Faculty About Academic Integrity & Tips to Detect and Deter Academic Integrity Violations**

1. At the beginning of the semester, make your students aware of the University's policy on academic integrity. Clearly communicate Academic Integrity expectations for each assignment; provide examples.
2. Should an incident occur, be sure to document all relevant facts on an Academic Integrity Violation form.
3. If the alleged violation occurs in the classroom, allow the student to finish the exam, test etc. even though you suspect that he/she may be cheating. However, it is appropriate to confiscate any items the student may be using that are not permitted.
4. Keep ALL information confidential. WSU employees abide by the Family Educational Rights and Privacy Act. Copies are available in the Offices of the Registrar, the Vice President for Student Affairs, and the Office of Community Standards and Student Conduct.
5. If the alleged violation is not resolved by the time grades are due to the Registrar, the faculty member should notify the Office of Community Standards and Student Conduct that he/she wishes to assign a temporary grade of "N" until the issue is resolved. The Office of Community Standards and Student Conduct is responsible for notifying the Registrar that a student is to receive a temporary grade due to a pending case of academic dishonesty.
6. In the event that a student is exonerated, the student may choose to complete the course, with the opportunity to make up any work missed, or withdraw from the course without any notation of the course on the student's academic transcript.
7. Contact the Office of Community Standards and Student Conduct at 775-4240 if you have any questions or need assistance with an incident.
8. Create new test each semester/year; consider creating multiple versions of your test (same questions but in different orders).