

## Student Academic Integrity Handbook

### I. Purpose

The Student Academic Integrity Handbook outlines 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 [2.17/Student Academic Integrity](#) promptly, thorough, reliable, fair, and impartial manner.

### II. Philosophy

Wichita State University is committed to the ethical pursuit of knowledge. In order to ensure the integrity of faculty evaluation of students, all members of the University community share responsibility for ensuring that students have demonstrated successful mastery of the learning objectives for each academic activity. By conferring a degree, Wichita State University is assuring the general public that the student has successfully met all requirements for graduation, including meeting the learning objectives for each academic activity. Indifference to academic misconduct is not a neutral act-failure to confront and/or deter such behaviors will reinforce, perpetuate, and increase the prevalence of academic misconduct in the University community.

Students are expected to complete independent, original work for each academic activity unless otherwise specified by the faculty member. Students should seek clarification when in doubt. Faculty



**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, team captain, or other member of student leadership will participate in the Academic Integrity process on behalf of the group or organization. Student groups and organizations may not be represented by non-

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**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. Participation in the Academic Integrity Hearing is up to the discretion of the Witness

- V. Complainant and Respondent Expectations
- A. All parties 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 are presumed to have not violated the Student Academic Integrity policy. A.1. – Academic Integrity in the Student Code of Conduct unless 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 a Conduct Administrator.
  - D. All parties should make every effort to attend hearings in person, on the phone, or through video chat. SCCS will make every effort to work with all parties' schedules. However, priority will be given to the Complainant, Respondent, and Academic Integrity Committee.
  - E. All parties 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 the meetings;
    - 3. Being accompanied by an Advisor of the party'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 any 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 Associate Dean 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 (if applicable) is rendered; and
    - 12. Requesting one (1) appeal within the University's process.
  - F. Any party may elect to waive any of the aforementioned expectations so long as the waiver is communicated in writing.

VI. Prohibited Conduct

As members of the University community, all students, student groups, and student organizations are expected to display respect for the rights of themselves and others and to be accountable for their behavior. Lack of fam a a10.8 (s)-2.3 ( a.3 ( o)104, a)9.2 (l) (t)-y ws -4.6 (r)--4.6 (ve)-1.7 (r)6.9 (s)8.63 ( o)10





the University does not limit the time for reporting. It is a best practice of the University for the reporting party to file an Academic Integrity Report within 30 days of the alleged incident.

C. Assumption of Good Faith Reporting

The University presumes reports of alleged policy violations are made in good faith. An outcome that finds the reported behavior does not constitute a violation of University policy, or that there is insufficient information to conclude that the incident occurred as reported, does not mean that the report was made in bad faith. The University encourages all individuals who have experienced or witnessed behavior they believe violates the Student Academic Integrity Handbook to report the matter so that it may be addressed by the University.

IX. Academic Integrity Procedures

A. Preliminary Investigation

It is the role of the faculty member to carry out a preliminary investigation on academic misconduct occurred, or they are notified by SCCS of misconduct to determine whether sanctions are warranted.

The preliminary investigation is a neutral fact-finding process that is used to determine whether there is sufficient information to warrant action by the faculty. Preliminary meetings with any witnesses may occur prior to initiating the Academic Integrity process or contacting the Respondent. If the Respondent is contacted about the incident, the SCCS-ig1.7 (81d (c)-i.7(a)-6.3a)3.2 (f)5.3)3.2 (f)4 (c).2 y(t



be provided with a written notice a minimum of three (3) University business days prior to the scheduled meeting, unless exceptional circumstances by SCCS. The notice will include the following:

1. The alleged policy violation(s);
2. A link to the Handbook for more information;
3. The date and time of the scheduled Informational Meeting;
4. An explanation of the ability to have an advisor of choice present throughout the Academic Integrity process;
5. The contact information for the Student Conduct Administrator responsible for resolving the case; and
6. A checklist of the students' expectations

Notice is considered given to a student if it is sent to the student's official @shockers.wichita.edu e-mail address or is mailed to the local address on file with the Office of the Registrar or to the permanent address on file. For student groups and organizations, notice is considered given if it is sent by any of the aforementioned means to the student who is the last known president of the student group or organization, as provided by Student Involvement office records or the responsible party for the student group/organization, such as an advisor.

#### C. Informational Meeting

All Respondents are afforded the opportunity to attend a scheduled Informational Meeting with the Conduct Administrator responsible for resolving the case. The Informational Meeting is an informal meeting with a Conduct Administrator who will explain the Respondent's rights and the alleged violation(s), discuss resolution options, review the Respondent's responsibilities, and provide an opportunity to review, after any required redaction, the information that was provided as the basis for the alleged policy violation(s). The Conduct Administrator will also answer questions about the process and available options. The Informational Meeting provides an opportunity for the Respondent to become more informed about the Academic Integrity process.

During the Informational Meeting, the Respondent will be given the opportunity to select one of the available resolution processes (Informal Resolution or Formal Resolution) for the case. In certain circumstances, the Associate Dean or designee may exercise the authority to select the resolution process. In the absence of a resolution option selected by the Respondent, the Associate Dean or designee shall determine the appropriate resolution process for the case.

#### D. Additional Consequences for Multiple or Egregious Violations

In cases where Respondents have a demonstrated track record of Academic Integrity violations or the alleged violation is serious in nature, Student Conduct & Community Standards can recommend the Academic Integrity Committee consider additional sanctions beyond what the Respondent received for each violation. This recommendation would result in the resolution option of a Formal Hearing being selected for the Respondent by the Associate Dean or designee.

#### E. Informal Resolution

If the assigned Conduct Administrator believes the outcome for the alleged violation is not egregious and the Respondent accepts responsibility for the alleged violations as well as accepts the assigned Respondent's-imposed sanction, then Respondent may elect to have the case resolved by Informal Resolution.





SCCS may accommodate concerns for the personal safety of and/or fears of confrontation of the Complainant, Respondent, Reporter, and/or Witnesses during the hearing by providing separate facilities, by using a visual screen, and/or by permitting participation by telephone, videophone, closed circuit television, video conferencing, video tape, audio tape, written statement, or other means, where the SCCS staff member deems this accommodation to be appropriate.

I. Standard of Information

Academic Integrity Committee will make a finding using the preponderance of the evidence Standard. This standard requires that it is more likely than not that a violation occurred. Under this standard, individuals are presumed to have violated Section 2.17/Student Academic Integrity unless preponderance of the evidence supports a finding that a violation occurred. The decision of the Academic Integrity Committee supersedes all prior decisions and sanctions. If 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 robustly justified in the Academic Integrity Committee's rationale. Respondents may continue in all courses during the Academic Integrity hearing(s).

X. Process Outcomes

In situations where the Respondent is found in violation but does not agree with their faculty assigned sanction or the Academic Integrity Committee feels the sanction is too severe, the Committee may vote to reduce the previously assigned sanction. The sanction may be reduced to match the severity of the violation or to match the faculty member's syllabus in accordance with the Standard of Information.

Respondents who are found to have violated policy 2.17/Student Academic Integrity may receive additional academic and/or disciplinary sanctions appropriate to the current violation(s) and in consideration of what the professor has already imposed. 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.

Potential sanctions include academic, disciplinary, and educational. Educational sanctions could include required training related to the misconduct. Academic sanctions could include additional academic requirements and/or assignment or course grade reduction. In cases where egregious and/or repeat offenses are found to have occurred, disciplinary actions such as disciplinary probation, suspension, or expulsion are possible and determined by the Academic Integrity Committee.

A. Academic Sanctions

Academic Sanctions are outcomes 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 is 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

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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 & 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 Associate Director of Student Conduct & 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~~ 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

*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.

XI. Appeals

Following written notification of the outcome for a Formal Resolution of their case(s), Respondent(s) are entitled to one appeal of Academic Integrity sanctions to the Appeals Committee. It should be noted that if a Respondent attempts an Informal Resolution appeal cannot be filed. The burden is on the individual requesting the appeal to prove that the appeal has merit. Appellate reviews are reviews of the record only.

A. Appeal Request Grounds

Any Respondent who participated in the Academic Integrity process and wishes to file an Appeal must do so within five (5) University business days of the date of the decision. Appeal requests may be filed on one or more of the following grounds:

1. A procedural or substantive error occurred that significantly affected the outcome of the case or
2. There is new, relevant information that could not have been reasonably discovered or was not available at the time of the original decision that, if available, could have significantly affected the outcome of the case. This does not include statements from a Complainant or Respondent who chose not to participate in the investigation, review, and/or hearing.

B. Appeal Request Procedures

Appeal requests must be submitted in writing via the online [Appeal Request Form](#). Once completed, the Appeal Request Form will be processed by SCCS. SCCS will convene the Appeals Committee defined in Section IV of this handbook. The definition varies based on the Respondent’s class standing (undergraduate or graduate).

Upon receipt of the appeal request the Appeals Committee will work with SCCS to conduct a review of the case limited to the grounds identified by the Respondent. The Appeals Committee will issue a written response to the appealing party within five (5) University business days, unless a request to extend this time period has been made and granted prior to the expiration of the five (5) University business day requirement.

Great deference is given to the decision of the Academic Integrity Committee. The presumption is that the investigation and decision process(es) were conducted and the burden is on the party requesting the appeal to prove that the appeal has merit.

1. Deny the request to hear the appeal because it doesn't meet the criteria
- 2.



Integrity file, they may do so by scheduling an appointment with Student Conduct & Community Standards. The file may be redacted to protect privacy and to comply with federal and local law

In instances when the student lives more than 150 miles from campus, a redacted copy of the Academic Integrity file may be provided upon request and at the expense of the requestor to be paid in advance of preparing it for transfer. Release of the record will not occur until payment has been rendered. Reasonable costs for making copies, transcribing audio recordings, and/or staff time spent redacting personally identifiable information of other students may be included in calculated costs. This provision only applies to the student's location, that of an Advisor and/or family member.

#### C. Educational Record

If found in violation, the violation will be kept on file for seven (7) years as part of the Respondent's educational record which is managed by Student Conduct & Community Standards. The Respondent's educational record is separate from their academic transcript.

Educational records are shared with other institutions or campus offices requesting conduct checks or any entity requesting a background check.