

# **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



limited to, instructors, researchers, applied learning supervisors, teaching assistants, research assistants, graduate assistants, lab assistants, and course and program directors.

***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*** ó 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.

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

## VI. Prohibited Conduct

A. **Policy Compliance Expectation.** 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 familiarity with University policy is not a defense to a violation of this policy. Unless specifically noted in the policy definition, intent is not a required element to establish a policy violation.

B. **Academic Misconduct Prohibited.** Students are prohibited from engaging in conduct that compromises the integrity of any academic credit or degree conferred by the University. Such prohibited academic conduct includes a broad range of violations. The following list, while not comprehensive, provides examples of actions that violate the expectations for the responsible acquisition, discovery, and application of knowledge by Students at the University:

1. *Plagiarism* ó Representing the words, ideas, graphics, or any portion of another's work, whether published or unpublished, as one's own and/or without appropriate and/or accurate citation/attribution.

2. *Unauthorized Use or Possession of Materials or Resources* ó Using or possessing any materials or resources during an Academic Activity without the express permission of, or in a manner inconsistent with the express permission of, the Faculty Member. Unauthorized use of materials or resources includes, but is not limited to, any electronic device; course textbooks, articles, cheat sheets, other print sources; and/or looking at another individual's current or previ12 0 68(or )-208(Resour) prevbc forBT4aET}Thif , but of 962(ano)9(t)-4(h(9629(r)-3(i)

6. *Unauthorized Resubmission* ó Submitting an Academic A

Students and employees are responsible for checking their University e-mail and responding to all requests for information within a timely manner. Failure to respond or appear by a given deadline may result in the loss of information that is available at the time the decision is made.

C. Preparation

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

D. Adhere to Process

All parties are to refrain from disrupting the investigation and resolution process for alleged violations of University policy. No Advisor, Student, Student Group, or Student Organization involved in the process other than the Conduct Administrator or Committee C





1. No allegation of misconduct ó If there does not appear to be credible information to indicate a violation has occurred, no further action is required. If the notification of suspected misconduct came through SCCS, this finding will be returned to SCCS in writing.
2. Allegation of misconduct ó If there is credible information to indicate a violation has occurred, one of the following further actions is required:
  - a. No Sanction Imposed ó The faculty may opt not to impose an academic sanction. In this event, they are not required to file a report with SCCS. However, reporting of alleged misconduct is encouraged in order to track habitual behavior. This report can be filed with SCCS via:
  - b. Sanction Imposed ó The faculty member has academic freedom to determine what academic sanctions apply and the severity of the sanction(s). If the faculty opts to impose an academic sanction, they are ~~required~~required to file a report with SCCS. This report must be filed with SCCS via [www.wichita.edu/reportit](http://www.wichita.edu/reportit)

- ~~1. **No Action** ó If there does not appear to be credible information to indicate a violation occurred, the faculty member can choose to not assign a sanction. This information is still encouraged to be reported to SCCS, but it will not be pursued through the formal Academic Integrity process.~~
- ~~2. **Sanctions Assigned** ó If the Faculty Member determines that there is enough evidence to support a violation of academic misconduct, they may assign a single or multiple sanction(s). The Faculty Member has academic freedom to determine what sanctions apply and the severity of the sanction. For a list of possible sanctions refer to Section X. Disciplinary sanctions are to be used only by the Academic Integrity Committee. Once a sanction is applied the Faculty Member must report this to SCCS.~~

After the preliminary investigation has occurred and the Faculty Member has reported the violation to SCCS, the role in the Academic Integrity process shifts and SCCS will facilitate and monitor the process to the completion of the F 0 (p)11(l)-4(et)5(i)-4(on )65(o(e )31(a.75 64t)5(i)-4(o5(o(e )31(a.75 64t)

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 Swf gpwø'gzi gevçkpu.

Notice has been given when information/documentation has been sent to the Swf gpwø' qhhekr' @shockers.wichita.edu e-mail address, is mailed to the local address on file with the Office of the Registrar, or mailed to the permanent address listed with the university. 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 Engagement, Advocacy, and Leadership (SEAL) records and the advisor recognized by SEAL as a responsible party for the Student Group or Organization.

**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 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

An Informal Resolution may occur directly following an Informational Meeting or may be scheduled for a later date. Every effort will be made to schedule an Informal Resolution within ten (10) University Business Days of the Informational Meeting. Informal Resolutions are not audio recorded.

During the Informal Resolution, the Conduct Administrator will have a discussion with the Respondent about academic integrity, provide guidance on avoiding misconduct in the future and offer resources to the Respondent. The Administrator will inform the Respondent that the sanctions imposed by the Faculty Member will stand and that a formal outcome letter will be sent to the student within two (2) University Business Days of the Respondent accepting responsibility. The Faculty Member of the course in which the academic misconduct occurred will be carbon copied. The Faculty Member is carbon copied in order to notify them that the sanction will stand as imposed. Additionally, the Conduct Administrator has the ability to assign educational sanctions, a disciplinary warning, and/or a disciplinary probation during an informal resolution (See Section X for more details on sanctions). These sanctions are intended to help educate the student on their decisions, and prevent future academic integrity violations from occurring.

By accepting responsibility, ~~an appeal cannot be filed by~~ the Respondent(s) waive the right to file an appeal. More information is referenced in Section XI of this handbook.

**F. Formal Resolution**

If the Respondent does not wish to proceed with an Informal Resolution, and/or disagrees with the sanctions imposed by the Faculty Member, the Respondent may elect to pursue an Academic Integrity Committee Hearing.

Academic Integrity Committee Hearings involve the presentation of information by Witnesses (as necessary) and provide an opportunity for the Respondent to present Witnesses and information for review as part of the decision. A list of Witnesses, their relevance to the alleged violation(s), and their contact information must be submitted, in writing, to the Conduct Administrator within five (5) University business days after the Informational Meeting.

Student Groups and Student Organizations may submit a resolution proposal for consideration by the Academic Integrity Committee within five (5) University Business Days after the Informational Meeting. The resolution proposal is the Student Group or Organization that will participate collaboratively in the resolution process and demonstrate thoughtful reflection of how to prevent further violations from occurring in the future. This document would outline all steps to be taken to remedy the alleged policy violations and timelines for completion. The resolution proposal may be adopted or adapted in whole or in part or denied by the Academic Integrity Committee.

An Academic Integrity Committee is conducted by a panel of three (3) or five (5) individuals comprised of Students and Faculty Members, based on availability. A panel of three (3) individuals will consist of two (2) Faculty Members

If the Respondent or Complainant, with adequate notice, does not attend a hearing, the hearing shall proceed in the Respondent or Complainant's absence.

SCCS may accommodate concerns for the personal safety, well-being 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 not violated



permanent registration hold is placed on th







If a Student remains enrolled after the record is closed, the record will be maintained until the student graduates or is no longer enrolled at the University. When a Student proceeds directly from one academic program into another academic program (e.g. undergraduate study to graduate study), the records will be maintained until the completion of the final academic program. Student Group and Student Organization records will be maintained for a minimum of seven (7) years after the record is closed. Records of incidents culminating in suspension, expulsion, or dismissal will be permanently maintained by the University.

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