Student Academic Integrity Policy

EWU expects the highest standards of academic integrity of its students. Academic honesty is the foundation of a fair and supportive learning environment for all students. Personal responsibility for academic performance is essential for equitable assessment of student accomplishments. The university supports the faculty in setting and maintaining standards of academic integrity. Charges of violations of academic integrity are reviewed through a process that allows for student learning and impartial review.

Definitions:

Violations of academic integrity involve the use or attempted use of any method or technique enabling a student to misrepresent the quality or integrity of any of his or her work in the university and the program of study.

Violations of academic integrity with respect to examinations include but are not limited to copying from the work of another, allowing another student to copy from one's own work, using crib notes, arranging for another person to substitute in taking an examination, or giving or receiving unauthorized information prior to or during the examination.

Violations of academic integrity with respect to written or other types of assignments include but are not limited to: failure to acknowledge the ideas or words of another that have consciously been taken from a source, published or unpublished; placing one's name on papers, reports, or other documents that are the work of another individual, whether published or unpublished; misuse of the assistance provided by another in the process of completing academic work; submission of the same paper or project for separate courses without prior authorization by instructors; fabrication or alteration of data; or knowingly facilitating the violation of academic integrity by another.

Violations of academic integrity with respect to intellectual property include but are not limited to theft, alteration, or destruction of the academic work of other members of the community, or of the educational resources, materials, or official documents of the College.

Arbitrator: An individual holding or having held faculty rank, appointed by the Vice Provost for Undergraduate Affairs (VPUA) or Dean of Graduate Studies (DGS) for the purpose of reviewing charges of violations of academic integrity against a student within a prescribed time frame as either a first level reviewer or a second level reviewer.

Instructor(s): The instructor of record.

Resolution/Appeal Form: A set of forms to be utilized to document and communicate charges of a violation of academic integrity, instructor recommendations, student responses, process options, and decisions reached.

Sanctions: Penalties that may be applied in the event that a violation of academic integrity is found to have occurred. Sanctions may be combined and may include but are not limited to:

• verbal or written reprimand

• educational opportunity, such as an assignment, research or taking a course or tutorial on academic integrity

• grade penalty in a specific academic exercise
• course grade penalty

• course grade penalty of a failing course grade. A course grade penalty of a failing course grade is recorded on the transcript as an XF, and counted as a 0.0 for purposes of grade point average calculation. In this case the 0.0 would be a permanent part of the grade point average calculation. A student may petition to have the XF on the transcript changed to a 0.0 two years after the date it is entered. A student may have the XF converted to a 0.0 prior to the end of this two-year period if the student successfully completes a course or tutorial on academic integrity. If, after completing this course, a student again receives a sanction for a violation of academic integrity, that sanction shall be a permanent part of the student's transcript.

• suspension for a definite period of time

• dismissal from the university

Sanctions involving grades in an academic exercise or a course final grade may be imposed by the instructor following the procedures outlined in this policy.

Sanctions of suspension or dismissal from the university may only be imposed by the President or the President's designated disciplinary officer who will review recommendations for suspension or dismissal prior to imposing such sanctions.

Privacy: Student privacy rights are to be strictly observed throughout these procedures. A final finding that a student has violated the Academic Integrity Policy is placed in the student's confidential academic record. Each step of the process to determine whether a violation has occurred is to remain confidential. Only those parties identified in these procedures are considered to have a "need to know" information regarding an individual student's actions.

Initiation of Violation of Academic Integrity/Misconduct Hearing Process:

An instructor may initiate the process to review charges of a violation of academic integrity by notifying the allegedly offending student of the charges and of the sanction proposed by the instructor. This notification shall occur within five (5) university instruction days of establishing that grounds exist that an infraction of the academic integrity code exists. Notification may be oral but must always be supported by written notification. It shall include a description of the alleged violation of academic integrity including appropriate dates, specification of assignment/test/exercise, and any relevant evidence. The notification shall also indicate the specific remedy proposed by the instructor for the misconduct. The notification shall also indicate to the student whether the instructor elects to offer resolution through Direct Instructor-Student Resolution or through External Resolution. These processes are described separately below.

Direct Instructor-Student Resolution:

If an instructor elects Direct Resolution, the finding and proposed sanction of the instructor is considered a first level review that can be appealed to an appointed Arbitrator as a second level review.

The instructor may elect to attempt resolution through direct interaction with the student. The student would so indicate that notification had been received by signing the appropriate line of the Resolution/Appeal Form.

Upon notification, the student has five (5) university instruction days to respond to the instructor.
The student may accept responsibility for the alleged action and waive the right to appeal by accepting the charges and the sanction proposed by the instructor or a sanction mutually agreed upon. If the student agrees to Direct Resolution, the student and instructor will sign a "Resolution/Appeal Form" and forward the completed waiver (including the sanction imposed) to the Student Judicial Officer for recording in the confidential disciplinary file of the student. The instructor will then implement the sanction.

Failure of the student to respond within five (5) university instruction days shall be interpreted as admission of responsibility and acceptance of the instructor's proposed sanctions. If a student fails to respond within five (5) university instruction days, the instructor shall impose the sanctions and forward a copy of the appropriately completed Resolution/Appeal form to the Student Judicial Officer.

The student may exercise the right to appeal. In the event of student appeal, the instructor and the student complete and sign the «Resolution/Appeal Form" and forward a copy to the VPUA (for undergraduate students) or to the-DGS (for graduate students). The VPUAJDGS or designee then appoints an Arbitrator to review the charges as in the External Resolution process and the process will follow the External Resolution hearing steps.

External Resolution:

The instructor may elect to pursue charges of a violation of academic integrity against a student through the External Resolution process. This process provides an Arbitrator, appointed from the university at-large, to review the relevant facts and to take statements from the instructor and the student. By referring charges for External Resolution, the instructor implicitly agrees to accept the findings of the Arbitrator and the sanction determined by the Arbitrator. Where possible the arbitrator shall be guided by sanctions as detailed in the instructor's syllabus.

Initial Notification: The instructor informs the student in initiating a violation of academic integrity charge as outlined above that the charge will be heard through External Resolution process. This notification is forwarded to the VPUA or DGS as appropriate within five (5) university instruction days of establishing that grounds exist that an infraction of the academic integrity code exists.

Appointment of Arbitrator: Within five (5) university instruction days of receipt of the notification from the instructor, the VPUAJDGS appoints an Arbitrator from among qualified candidates (see definition of Arbitrator) and notifies the student of an initial hearing in writing.

Initial Hearing: within five (5) university instruction days of receipt of the notification from the instructor, the VPUA/DGS informs the student of the process as outlined in this policy, reviews the charges in the initial notification, informs the student of the sanction recommended by the instructor and of the range of sanctions that could be imposed by the Arbitrator, apprises the student of the right to appeal and potential consequences of appeal. The VPUA/DGS or designee ascertains that the student understands the process and the charges and documents the Initial Hearing.

Student failure to respond to notice of Initial Hearing: If the student fails to respond to the notice of Initial Hearing or fails to attend the hearing once duly notified, then the student is presumed to decline the hearing and the original sanction proposed by the instructor is imposed and notification of the charges and the sanction imposed sent to the Student Judicial Officer. The VPUAJDGS informs the instructor of this failure to respond so that the instructor may impose the sanction proposed initially.

Arbitrator Review: After the appointment of the arbitrator, the student may respond to the charges in a written statement submitted to the Arbitrator. The student may also include any relevant written documentation, third party statements, or evidence deemed relevant to the student's interests.
Arbitrator primarily reviews written evidence. The Arbitrator may consult with the instructor, the student or others as the Arbitrator deems appropriate to discovering the facts of the matter or to determining the nature of the alleged violation of academic integrity. The Arbitrator shall conclude the review and issue a decision within ten (10) university instruction days after his/her appointment unless the instructor and student both agree to extend the timeline. All evidence collected in this process must be made available to the student and/or instructor upon request.

Arbitrator Decision: After completing a review of the charges and relevant evidence, the Arbitrator notifies VPUA/DGS or designee who in turn notifies the instructor, student and Student Judicial Officer of the Arbitrator's decision and of the sanctions, if any, to be imposed.

Appeal Rights:

If the Arbitrator hears the case after the student declined Direct Resolution, the Arbitrator's decision constitutes an appeal of the instructor's initial sanction. This appeal is unqualifiedly available to any student dissatisfied with the instructor's proposed sanction under Direct Resolution. In this situation the first level Arbitrator's decision is final and no further appeal is available. The first level Arbitrator's decision is communicated to the Student Judicial Officer for implementation and recording in the student's confidential disciplinary record.

If the first level Arbitrator hears the case as the result of the instructor's selection of External Resolution, the first level Arbitrator's decision is considered an initial decision and may be appealed. An appeal of that decision will be heard only if at least one of the following criteria is met: (1) evidence is provided that the penalty imposed by the first level Arbitrator is disproportionate to the offense; (2) evidence is provided that the first level Arbitrator's decision was arrived at through a violation or misapplication of specified procedures; (3) substantial evidence is provided that the first level Arbitrator's decision was unreasonable or arbitrary; and/or (4) new evidence has emerged that, had it been available at the time of the first level Arbitrator's decision, might reasonably be expected to have affected that decision.

The student may request an appeal of the decision of the first level Arbitrator by submitting a request for an appeal to the VPUA/DGS or designee within three (3) university instruction days of receipt of the notification of the Arbitrator's decision. Upon receipt of the student's request for an appeal, the VPUA/DGS or designee makes an initial determination whether at least one of the four (4) criteria listed in the paragraph above may have been met. If the VPUA/DGS or designee determines that an appeal is justified, he or she appoints a second level Arbitrator within five (5) university instruction days of the receipt of the request for an appeal. The second level Arbitrator reviews the written record and any additional or new documentation submitted by the student in requesting the appeal. The decision of the second level Arbitrator is to be made within ten (10) university instruction days of his/her appointment and is a final ruling. It is transmitted to the VPUA/DGS who then forwards the decision to the instructor, the student, and the Student Judicial Officer for implementation and recording.

All evidence collected in this process must be made available to the student and/or instructor upon request.

Repeat Violations

The purpose of recording charges and sanctions in the student's disciplinary record is to determine patterns of behavior. Repeat violations of academic integrity may result in more severe sanctions imposed by the instructor or Arbitrator. The VPUA/DGS or designee is considered to have a need to know of prior academic integrity violations and may request such information from the Student Judicial Officer prior to making or transmitting a decision on a pending charge.
Three sanctioned instances of a violation of academic integrity during a student's enrollment at Eastern Washington University will constitute grounds for an immediate sanction of dismissal from the university. Such action will be taken by the President or the President's designated disciplinary officer upon notification of three sanctions by the Student Judicial Officer.

Course Withdrawal Suspended During Hearings

A student officially notified of charges of a violation of academic integrity may not withdraw from the course until the determination of responsibility is made and any sanctions are imposed. A sanction for a violation of academic integrity that affects the course grade will be applied. The student may not avoid the imposition of a sanction by withdrawing from a course. If the student is found not responsible for actions violating the Academic Integrity Policy, the student will be permitted to withdraw from the course with a grade of 'W' and with no financial penalty, regardless of the deadline for official withdrawal.

Continuation in Course Pending Final Decision

A student may continue to attend and perform all expected functions within a course (take tests, submit papers, participate in discussions and labs, etc.) while a charge of a violation of academic integrity is under review, even if the instructor recommendation is a failing grade in the course, suspension or dismissal. Full status as an enrollee in a course may continue until a sanction is imposed. Final imposition of a sanction of a failing grade in a course will result in the immediate suspension of attendance in that class by the student.