

## PROCEDURE

Effective Date: September 16, 2017

Approved By: Vice President, Academic Affairs

Authority: POL-U2100.02

### PRO – U2100.02B

### APPEALING ACADEMIC HONESTY VIOLATIONS

#### Action by:

Student

#### Action:

1. **Completes** and **submits** the *Academic Honesty Violation Appeal* E-Sign Form with all background documentation to [AcademicHonestyBoard@wwu.edu](mailto:AcademicHonestyBoard@wwu.edu) within five (5) working days of the date of the Instructor's summary email that indicates the findings and sanction(s) for the alleged Academic Honesty Violation. The following must be included in the background documentation:
  - a) Complete original documents that pertain to the case (e.g., student exams or papers where an Academic Honesty Violation has allegedly occurred).
  - b) Letters or e-mails to the student documenting meetings or attempts to meet, including a summary of the Instructor's findings.
  - c) A copy of the offending work or information upon which the allegation and decision are based.
    - If a student is unable to submit the full Appeal via the E-sign form, all background documentation must be delivered to Old Main 460 or emailed to [AcademicHonestyBoard@wwu.edu](mailto:AcademicHonestyBoard@wwu.edu).
    - If delivered to Old Main 460, the Secretary to Academic Honesty Board gives the student a receipt documenting the date/ time delivery and keeps a duplicate on file.
2. May **request** a meeting with the Chair/Director to discuss the Appeal within five (5) working days of submitting the Appeal.
3. **Sends** a copy of the Appeal to the Registrar's Office and Chair/Director via email.
4. **Maintains** the *Academic Honesty Violation Appeal* E-sign form and **updates** it with appeals and decisions during the process and to keep accurate records.

Secretary to the  
Academic Honesty  
Board

## PROCEDURE

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| Chair/Director  | <p>6. <b>Determines</b> a ruling on the Appeal within ten (10) working days of submission of the <i>Academic Honesty Violation Appeal</i> E-sign form or within five (5) days of meeting with the student.</p> <p>7. <b>Emails</b> the ruling to the student, including the name and email address of the Academic Dean to whom an Appeal should be directed. This email should be copied to the instructor, the Registrar's Office, and <a href="mailto:AcademicHonestyBoard@wwu.edu">AcademicHonestyBoard@wwu.edu</a>.</p>  |
| Student or Instructor                                     | <p>8. May <b>appeal</b> by email to the Chair/Director's ruling to the Dean of the Academic College in which the course resides within five (5) working days of the date of Chair/Director's email.</p> <p>9. <b>Must attach all</b> background documentation (including any new information) to an email <b>sent</b> to the Academic Dean and to <a href="mailto:AcademicHonestyBoard@wwu.edu">AcademicHonestyBoard@wwu.edu</a>.</p> <p>10. <b>May request</b> a meeting with the Academic Dean to discuss the Appeal within five (5) working days of submitting the Appeal.</p> |
| Academic Dean   | <p>11. <b>Determines</b> on the Appeal of the Chair's decision within ten (10) working days of submission of such an Appeal <b>or</b> within five (5) working days of meeting with the student or instructor and</p> <p><b>Emails</b> the ruling to the student, the instructor, Chair/Director, the Registrar's Office, and <a href="mailto:AcademicHonestyBoard@wwu.edu">AcademicHonestyBoard@wwu.edu</a>.</p>  |
| The Student or Instructor                                 | <p>12. <b>May appeal</b> by email the Dean's decision to the Academic Honesty Board within five (5) working days of submission of the Academic Dean's decision.</p> <p>The email must be sent to <a href="mailto:AcademicHonestyBoard@wwu.edu">AcademicHonestyBoard@wwu.edu</a> with the following attached:</p> <ul style="list-style-type: none"> <li>a) Dean's decision</li> <li>b) All background documentation and</li> <li>c) any new information.</li> </ul>   |
| Secretary to the Academic Honesty Board                   | <p>13. <b>Schedules</b> a hearing with the Academic Honesty Board within fifteen (15) working days of submission of the Appeal of the Dean's decision.</p>  |
| Academic Honesty Board, Student, Instructor, Secretary to | <p>14. The Academic Honesty Board <b>conducts</b> and the student(s), instructor, and Secretary to the Academic Honesty Board <b>attend</b> the hearing.</p>  |

## PROCEDURE

the Academic Honesty Board

- Both the student and the instructor may be accompanied by one support person.
- The hearing may consist of oral arguments from both the instructor and student, witness testimony, and questions, all of which shall be restricted to the issues under consideration and matters already in the record. Members of the Board may question either party. New evidence may be introduced with the approval of the Academic Honesty Board.
- If the person bringing the appeal, whether the student or the instructor, does not attend the hearing, the appeal shall be considered withdrawn, and the most recent ruling shall be considered final.
- The Chair/Director may appear in lieu of the Instructor. In such cases, the documentation that the instructor submitted will be considered to be their statement.

Academic Honesty Board

15. **Determines** whether (1) the student committed an Academic Honesty Violation, and if so (2) whether the sanction(s) was (were) appropriate or (3) if other sanction(s) would be more appropriate.
16. **Composes** the decision letter with detailed findings, decision, and deadlines for any Sanctions.

Secretary to the Academic Honesty Board

17. **Sends** the decision letter via email and registered mail to the student.
18. **Sends** email copies of the decision letter to the Registrar's Office, Instructor, Chair/Director, Academic Dean, and the Academic Honesty Board.

Student or Instructor

19. **May appeal** to the Provost within five (5) working days of the notification date of the Academic Honesty Board's decision. An appeal must be attached to an email and sent to [Provost.Office@wwu.edu](mailto:Provost.Office@wwu.edu) and to [AcademicHonestyBoard@wwu.edu](mailto:AcademicHonestyBoard@wwu.edu)

Provost

20. **Makes** a final determination on the Appeal.
21. **Meets** with the Board chairperson if there is an intention to overrule or modify the decision of the Board.

## PROCEDURE

22. **Composes** a final decision letter within fifteen (15) working days of submission of the Appeal of the Academic Honesty Board's ruling, or within ten (10) working days after meeting with the appealing party, whichever is longer.

There is no further appeal possible, as the Provost and Vice President for Academic Affairs makes the final decision. The student shall comply with the final determination or be subject to further sanctions as described below.

Secretary to the  
Academic Honesty  
Board

23. **Sends** the final decision letter via email and registered mail to the student's permanent address.
24. **Sends** email copies of the letter to the Registrar's Office, Instructor, Chair/Director, Academic Dean, and the Academic Honesty Board.

Student

25. **Complies** with all sanctions within specified deadlines. Failure to do so could result in charges under the Students Rights and Responsibility Code, including registration holds, suspension, or expulsion.

Secretary to the  
Academic Honesty  
Board

26. **Monitors** the timely completion of sanctions imposed by working closely with the student.
27. **Notifies** the Associate Dean of Student Life if the student fails to meet deadlines.