

PROCEDURE

Effective Date: September 16, 2017

Approved By: Vice President, Academic Affairs

Authority: POL-U2100.02

PRO – U2100.02A ADDRESSING ACADEMIC HONESTY VIOLATIONS

Action by:

Instructor

Action:

1. **Contacts** the student(s) via WWU Email or in person to inform the student(s) of the suspected violation, the student's right to a meeting to discuss the suspected violation, and the instructor's responsibility to investigate. Contact must be initiated within ten (10) working days after discovering the suspected violation. *See sample letter.*

Note:

- If the student does not respond to the instructor's initial attempts to make contact (e.g., via email), the instructor shall attempt a second and different method of contact (e.g., Canvas, letter, phone). A student's failure to respond does not halt the process.
- If the instructor who discovers the possible violation (e.g., a graduate student teaching assistant) is not officially the "instructor of Record" for the course (e.g., a Program Director), the initial contact should be addressed from both instructors and indicate that the instructor of record is responsible for meeting with the student and filing all relevant paperwork.
- If the instructor is unable to discuss the suspected violation with the student before final grades are due, the instructor shall submit a grade of X (by leaving the grade blank) and email the Registrar (include all correspondence with the student). Within twenty-five (25) working days of the start of the next quarter, the grade of X will be changed to an F or ("U" or "NP" as appropriate) by the Registrar's Office, unless the Registrar's Office is notified of a different outcome by the instructor, or the student files an appeal (see *Appealing Academic Honesty Violation Procedure*).
- The student may request a meeting with the instructor to address the allegation. The request must be made within ten (10) working days of the instructor's initial contact (e.g. date of email sent) and the meeting must occur within seven (7) working days of the request.

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- Meeting in person is highly recommended. Both the student and instructor may be accompanied by one support person. The instructor and student may each bring a support person to meetings or Academic Honesty Board hearings.
 - If the student requests such a meeting, but fails to attend the meeting as scheduled, the instructor's determination stands and the student forfeits the right to an appeal.
 - If the student fails to attend the meeting because of a legitimate reason such as acute illness or personal emergency, the instructor may reschedule the meeting, but the student must contact the instructor within seventy-two (72) hours to request the rescheduled meeting.
2. **Determines** whether an academic honesty violation has occurred, and **decides** appropriate and reasonable sanctions for the violation. The investigation shall be completed within ten (10) working days of the initial contact or within five (5) working days of meeting with the student, whichever is longer.

If the instructor finds a violation of the Academic Honesty Policy has occurred:

3. **Emails** the student with a summary of the findings regarding the alleged academic honesty violation, sanctions (if imposed), a link to the [Academic Honesty Appeal Form](#), and the name and email address of the Chair/Director to whom the appeal should go. See [sample letter](#). This email should be copied to the Chair, the Registrar's Office, and the Provost.

Note:

- The date this email is sent is considered to be the start date of the appeal timeline.
 - If the student chooses to appeal the instructor's ruling to the Chair/Director, the [Appealing Academic Honesty Violation Procedure](#) must be followed. The appeal should be submitted to AcademicHonestyBoard@wwu.edu.
4. **Submits** the [Academic Honesty Policy Violation E-Sign Form](#) summarizing the incident and sanction(s) with appropriate (applicable) background documentation to AcademicHonestyBoard@wwu.edu.

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- Secretary to Academic Honesty Board
5. **Forwards** a copy of the E-sign form with attached background documentation to the Registrar's Office, Academic Dean's office, the Chair/Director's office, and the student.
- Registrar
6. **Mails and emails** a letter to the student within ten (10) working days of receiving the Academic Honesty Policy Violation E-Sign Form that contains (1) a copy of the E-Sign violation form and (2) a notification to complete the Academic Integrity Workshop.
- Note:** Failure to complete the Academic Integrity Workshop will result in a hold on the student's ability to register for classes.
7. **Sends** electronic copies of this letter to the instructor, Academic Dean's office, Chair/Director's office, and AcademicHonestyBoard@wwu.edu.
- Secretary to Academic Honesty Board
8. **Maintains** the E-sign form and **updates** records regarding appeals and decisions.
9. **Attaches** any additional information and "**locks**" the Academic Honesty Policy Violation E-Sign Form.
- Student
10. **Completes** the Academic Integrity Workshop. This must be completed within twenty (20) working days of notification being sent to the student from the Registrar's Office.
- Note:** Failure to complete the Academic Integrity Workshop will result in a hold on the student's ability to register for classes.