

PROCEDURE

Effective Date: September 16, 2017

Approved By: Vice President, Academic Affairs

Authority: POL-U2100.02

PRO – U2100.02C ADDRESSING ADDITIONAL ACADEMIC HONESTY VIOLATIONS

This procedure is applicable to cases where there has been a prior Academic Honesty Violation under Addressing Academic Violations PRO-U2000.2A

Action by:

Secretary to the
Academic Honesty
Board

Action:

1. **Contacts** the student via email and registered mail to their permanent address to indicate:
 - a) the receipt of an additional violation,
 - b) that the student is required to appear before the Academic Honesty Board for a hearing, and
 - c) the consequences for failing to attend the hearing.

Note: If two or more violations are concurrent, a hearing is not necessarily called unless these are preceded by another violation. Whether or not violations are concurrent will be determined by the Secretary to the Academic Honesty Board in agreement with the Provost and Vice President for Academic Affairs.

2. **Schedules** the date, time, and location of a hearing, and **informs** the student, instructor(s), and Academic Honesty Board Members within thirty (30) working days of contacting the student regarding the subsequent violation.

Student and
Instructor(s)

3. **Submits** all background documentation, explanations, and any new documentation to be included in the Board's packets to AcademicHonestyBoard@wwu.edu or the Provost's Office in Old Main 460 at least ten (10) working days prior to the hearing.
 - If the student is unable to submit all information electronically, all pertinent documentation must be delivered to Old Main 460 or emailed to AcademicHonestyBoard@wwu.edu

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Action by:

Action:

- Secretary to the Academic Honesty Board

4. **Provides** copies of all materials submitted by all parties to: the student, Academic Honesty Board, and instructors.
- Academic Honesty Board, Student, Instructor(s), Secretary to the Academic Honesty Board

5. The Academic Honesty Board **conducts** and the student(s), instructor, and Secretary to the Academic Honesty Board **attend** the hearing.

 - The hearing will consist of the student's explanation, clarification from the instructor(s), questions from the Academic Honesty Board, and final statements from the student and instructor(s).
 - The student's attendance at the meeting is mandatory. If the student does not attend, the Academic Honesty Board will still meet to determine an appropriate Sanction.
 - If the instructor(s) is (are) not able to attend the hearing, the Chair/Director may appear instead. An instructor's failure to attend does not mean the case is withdrawn, but the instructor should be aware that not attending the hearing is likely to affect the nature of the discussion and the final outcome.
 - If the instructor(s) choose(s) not to attend, all evidence in the original violations will be considered as their statement(s).
- Academic Honesty Board

6. **Discusses** the case and **determines** the appropriate sanction(s) commensurate with the severity of all current and prior offenses, as well as the deadlines for any additional sanctions.

7. **Composes** the decision letter with detailed findings, decision, and deadlines for any sanctions.
- Secretary to the Academic Honesty Board

8. **Sends** the decision letter via email and registered mail to the student.

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Action:

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| The Student or Instructor | <p>9. Sends email copies of the letter to the Registrar's Office, instructors, and the Academic Honesty Board.</p> <p>10. May appeal to the Provost and Vice President for Academic Affairs within five (5) working days of the notification date of the decision of the Academic Honesty Board. The appeal must include relevant documentation attached to the email and be sent to Provost.Office@wwu.edu and to AcademicHonestyBoard@wwu.edu.</p> |
| Provost and Vice President for Academic Affairs | <p>11. Makes a final determination on the Appeal of the decision of the Academic Honesty Board.</p> <p>12. Composes a decision letter within fifteen (15) working days of submission of the appeal or within ten (10) working days of meeting with the student, whichever is longer.</p> <p style="padding-left: 40px;">There is no further appeal possible, as the Provost makes the final decision. The student shall comply with the final determination or be subject to further sanctions as described below.</p> |
| Secretary to the Academic Honesty Board | <p>13. Sends the Provost's decision letter via email and registered mail to the student's permanent address.</p> <p>14. Sends email copies of the decision letter to the Registrar's Office, instructors, and the Academic Honesty Board.</p> |
| Student | <p>15. 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, suspensions, or expulsion.</p> |
| Secretary to the Academic Honesty Board | <p>16. Monitors the timely completion of sanctions imposed by working closely with the student. Notifies the Associate Dean of Student Life if the Student fails to meet deadlines.</p> |