

Academic Integrity Process Overview

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- 1) **REPORT:** Incident of Academic Misconduct is reported to the office using the [Academic Dishonesty Report Form](#).
 - a. Please include as much detail as possible and answer all questions to your fullest ability
- 2) **CONNECT:** Within 1-2 business days of turning in an Academic Dishonesty report, a member of the Office of Community Standards and Student Conduct will reach out to discuss/confirm options to move forward more closely
- 3) **EXPLORE:** Below are the different options that can be explored in holding a student accountable. This decision will be led by the faculty member and informed by the Student Conduct Manager:
 - a. **Report for record keeping**
 - i. Our main goal in the early stages of holding students accountable is that they recognize and learn from their mistakes. If faculty have met with the student and feel that learning has occurred, and this is their first time being reported to our office, we can simply keep this report and a record and not meet with the student
 1. This is only if it is the first time the student has been reported to the office AND this is what the faculty member wants
 - ii. In this case there is no “finding of responsibility” but this is considered an instance of a student being referred to student conduct and further instances would be taken more seriously
 - b. **Resolve informally**
 - i. This option allows the student to talk directly with a Student Conduct Officer, but without going through the formal process. In this meeting, there would be rapport building, explanation of what Academic integrity is, exploration of why the student was referred to the office, conversations about the incident, time management, academic success, connection to campus resources, and how to have integrity moving forward
 1. This is the “default” for students first time being referred to the office. Faculty can make the decision if they want to forgo an informal resolution and have students go through the formal process.
 2. If students are not responsive/compliant in meeting informally, a formal process may begin.
 - ii. In this case there is no “finding of responsibility” but this is considered an instance of a student being referred to student conduct and further instances would be taken more seriously
 - c. **Resolve formally**
 - i. This option would have the student engage in the full conduct process outlined in [Chapter 132I-126 of the Washington Administrative Code \(WAC\)](#). This includes a formal investigation, disciplinary meeting with the student, formal decision, sanctions given, and conditions to the sanctions given. [Click here](#) for a brief overview of the process.

1. This process is “default” for any reports past the first report of a student. This includes reports from other faculty/courses than the one reporting at the time.
- ii. To engage in the formal process, there may need to a meeting(s) with the faculty member to gain a greater sense of the situation at hand. This may include sharing the following documents/information:
 1. The course Syllabus
 2. Assignments and questions related to the alleged dishonesty
 3. Expert explanation of complex material
 4. Other work by that student to show their usual work style/voice/knowledge
- iii. The Student Conduct Officer will meet with the student as part of the investigation. This meeting will include rapport building, review of purpose of the meeting, review of the conduct process, discussion/ narrative of the incident, impacts of their actions, repercussions of their actions, reflection of behavior, plans for a more honest future, time management skills, root causes of dishonesty, and connections to campus resources
 1. If the student’s narrative matches what was reported by the faculty member, the student will be found responsible and the faculty member will be copied on the decision letter for the case
 2. If the student’s narrative does not match what was reported, the student conduct officer may meet with the faculty member again, deliver the narrative that was given in the meeting with the student, and best figure out steps to move forward- This may include meeting with the student again to further clarify credibility, plausibility, and integrity
- iv. Preponderance of evidence is used to determine responsibility. This means the evidence has to show that it is more likely that not (50.001% chance) that the dishonesty took place given the information available at the time of the decision. Decisions must be made within 10 business days of the disciplinary meeting with the student. The decision may also be made with consideration of if the student may appeal the decision and if the case can uphold under the appeal process
 1. Students has 21 calendar days to appeal a finding of responsibility or the sanctions that are given in relation to that responsibility
- v. If a student is found responsible for the allegations, sanctions usually range between a verbal warning, written reprimand, and disciplinary probation based on the severity of the case and number of charges prior to this case. Sanctions are usually paired with an educational condition related to the charges. This either comes from the Educations Terms & Conditions book or is personalized to the student.
- vi. The reporting faculty member will be copied on the decision letter to be informed of the findings of facts, responsibility, sanctions, and conditions. This

information is shared for the best educational interest of the student and is not meant to be shared in any other way

- vii. In the formal process, students have the right to see the report and supporting documents that were turned in during the process
- 4) **RESOLVE:** A case will be closed once there is proper documentation, meetings have been held, and/or decisions have been made and educational conditions are submitted. Faculty may be notified when a case is closed
- a. Being copied on a decision letter may be assumed to be the resolve of a case

Confidentiality statement: The Office of Community Standards and Student Conduct will only share the report submitted with the alleged party upon request from the alleged student and/or their advocate/attorney. Outside of that context, reports are kept confidential.