

GNET Curriculum Committee

Recommends for inclusion in *Technology*:

EDCO 505x/505 (temporary and permanent courses)

Practical Integration of Technology

Course Description:

Students will learn and apply the principles of Universal Design for Learning (UDL) to written, auditory, and visual communications and learning environments outside the public school setting. Students will effectively communicate with stakeholders in a variety of formats, develop public relations and educational materials, and identify assistive technology solutions to remove common barriers.

Academic Integrity Process Proposal

Submitted by Dr. Amber Slack, Dean of Students & Associate Vice President of Student Affairs
April 5, 2023

Since my arrival at Winthrop University, I have observed several concerning aspects of our academic misconduct process. Primarily, my main concern is that the faculty are responsible for identifying the violation, communicating with the student about the violation through a designated letter format that is often done incorrectly, determining responsibility (using our standard of proof of more likely than not), and setting appropriate sanctions (both in relation to their course, but also any educational sanctioning). Although the current process does encourage faculty to engage with the Dean of Students Office, it primarily places most of the responsibility on the faculty member to handle the violation. There have also been cases in which the faculty have moved forward with the process without engaging with the Dean of Students Office. In my experience, this has placed a high burden on faculty that they are often unprepared to handle and that takes time and attention away from their normal responsibilities. This proposal centers on allowing faculty to focus on teaching and research and leaves the paperwork of academic misconduct violations to the Dean of Students Office. It also ensures that our academic misconduct process mirrors all conduct procedures.

The changes recommended are outlined in the charts below; but to summarize, the main recommendation is that the faculty member will no longer send the letter to the student identifying that they have been found responsible for the violation and the designated sanction. We still hope faculty will speak with students prior to submitting the academic misconduct violation form, but that conversation would be to explain expectations for the course or to determine whether the violation was intentional or simple ignorance that may be best served by an educational explanation. Ultimately, after that conversation, it is up to the faculty member as to whether or not to report the violation; but sanctions should not be imposed without following the appropriate due process steps below.

Once the academic misconduct report is received, the Dean of Students Office will handle the matter in a way consistent with all other conduct reports. The student will receive a notification of charges outlining the policy violation. The student will then schedule a pre-hearing interview with a designee from the Dean of Students Office to discuss the violation, the evidence of the violation, and options for resolution (taking responsibility for the violation or opting to go to the Student Conduct Board). If the student accepts responsibility, the faculty members recommended sanctions, along with educational sanctions such as workshops, modules, etc. will be assigned. The sanctioning would be monitored and tracked for completion by the Dean of Students Office. The faculty member would be CC'd on all communications to the student including the notification of charges and the outcome notification letter.

If the student does not accept responsibility, the case would be deferred to the Student Conduct Board as currently happens, and the faculty member would participate.

It is my hope that these recommended changes will create greater consistency in our process for behavioral conduct violations and academic misconduct violations. I also hope that it will allow faculty to identify violations, without being weighed down with the responsibility of documenting and sanctioning.

Quick Guide to the Academic Misconduct Process—Undergraduate Students

1 When a professor believes that there is sufficient evidence to demonstrate a clear case of academic misconduct, the professor should speak with the student, notify the student in writing and copy their Academic Dean and the Dean of Students.

The notice should indicate that unless the student requests a hearing, the professor shall impose the appropriate academic consequences. An academic consequence for serious offenses is generally considered failure in the course. The Dean of Students is available for consultation; can assist with creative sanctions and precedents. This is typically the end of the process. The student now has documentation in a confidential file in the Dean of Students Office.

2 The student has 5 days from the written notice to respond to the faculty in writing copied to the Dean of Students.

3 **If the student acknowledges responsibility** or does not respond, then the academic consequences stand.

OR

If a student chooses to contest the charge of academic misconduct:
The student must request a disciplinary hearing in writing to the professor, copied to the Dean of Students.

4 No further action unless the student has other academic misconduct allegations on file or the violation was egregious.

The student meets with the Dean of Students to review the case and advise the student on procedures. (The faculty member may also be present.)

5

Judicial hearing is scheduled by the Dean of Students to be heard by Judicial Council of three faculty and 2 students to determine the facts of the case.

FAQ: How often does this happen? **Answer:** Twice in the last five years.

If the student is **found responsible** the faculty academic consequences are imposed and any additional disciplinary consequences.

If the student is **found not responsible** no academic sanctions can be imposed. 1-26-2016
Reference the Student Handbook pages 64-65.

Proposed Update

Quick Guide to the Academic Misconduct Process—Undergraduate Students

1 When a professor believes that there is sufficient evidence to demonstrate a clear case of academic misconduct, the professor should speak with the student **and complete an academic integrity violation report. In the report, the professor will identify the appropriate academic consequences for the violation.**

2 Once the report has been received, the Dean of Students Office will send the student the notice of charges and request a pre-hearing meeting (within 5 days of the notification of charges). The student will meet with a representative from the Dean of Students office to review the allegation, the evidence against them, and to determine how they wish to resolve the matter.

3 **If the student acknowledges responsibility, the student can have an administrative hearing with the Dean of Students Office designee and sanctions put in place (including those recommended by the faculty member) or choose to have a sanctioning hearing with the Student Conduct Board**

OR

If a student chooses to contest the charge of academic misconduct:

The case will be assigned to a **Student Conduct Board hearing**. The Dean of Students Office designee will review the case and advise the student on procedures. (The faculty member may also be present.)

4 Student completes sanctions and the situation becomes part of their conduct record.

Student Conduct Board hearing is scheduled by the Dean of Students to be heard by three faculty and 2 students to determine the facts of the case.

5 If the student is **found responsible** the faculty academic consequences are imposed **along with** any additional disciplinary consequences.

If the student is **found not responsible** no academic sanctions can be imposed.

6 Student completes sanctions and the matter becomes part of their conduct record.