

Appendix A: Academic Integrity Process and Procedures

Investigating and Resolving Alleged Academic Integrity Violations under the University Academic Integrity Regulation

1. Introduction

1.1 Academic Integrity Violations (“AIVs”) are harmful to the individual and the broader intellectual community. In order to uphold academic integrity standards and expectations, it is strongly encouraged that students and community members report information related to suspected AIV’s to OSRR. REG02.07.11 “University Regulation on Academic Integrity” (hereinafter the “Regulation”) details the University’s policy relating to allegations of an AIV against students. This accompanying Appendix A: Procedures for Addressing Academic Integrity Violations (hereinafter “Procedures”) are used to investigate and resolve an allegation of an AIV and assign academic sanctions and disciplinary sanctions as appropriate.

2. Bias

2.1 The student may challenge any member of the Hearing Panel (either the Academic Integrity Board (“AIB”) or Academic Integrity Appeal Board (“AIAB”)) on grounds of a bias that might affect impartial consideration of the case by that Panel member.

2.2 The student must submit the challenge in writing to the Director of the OSRR or designee at least five (5) Days prior to the scheduled Hearing, detailing the specific reasons for the challenge. The Director of the OSRR, must decide the challenge prior to the Hearing. If the Director of the OSRR determines that the Hearing Panel member must be removed, they will excuse the Hearing Panel member and appoint a replacement.

2.3 If a Hearing Panel member is removed, the Director of OSRR will appoint a substitute from the existing University Committee on Academic Integrity (“UCAI”) members. If the removal of a Hearing Panel member results in fewer than five panel members, parties will be given the option to consent to continuing with the existing panel (with less than 5 members) or to reschedule the hearing for review by a full panel.

2.4 Hearing Panel members may recuse themselves if they believe there is a conflict of interest with, or bias about the case.

2.5 OSRR maintains information related to the components and logistics of an AIB or AIAB hearing. The format for an AIB or AIAB can be virtual or in-person.

3. Addressing and Reporting Suspected Academic Integrity Violations

OSRR maintains examples of notification and outcome letters, meeting outlines and scripts, and other materials about student outreach and notification about an AIV allegation. Materials can be found on OSRR's website: OSRR.ecu.edu.

The following steps are to be followed once an instructor suspects an AIV has occurred.

3.1 If it is believed that an AIV has occurred in an instructor's course:

3.1.1 The student will be notified in writing of a meeting with the instructor by the instructor with a meeting notification outlined in 6.2. The purpose of the meeting is for the instructor to provide the student with the opportunity to respond to the instructor's allegations related to the suspected AIV.

3.2 Meeting Notification

3.2.1 To begin the review of a suspected AIV, the instructor must initiate a meeting with the student via written notice. Written notice must be sent to the student within ten (10) calendar days of the time the instructor becomes aware of the alleged AIV. If the AIV is discovered when regularly scheduled classes are not being held, the ten (10) calendar days shall be counted starting with the first-day classes resume.

3.2.2 Written notice must include at minimum:

3.2.2.1 Specific allegations related to the alleged AIV;

3.2.2.2 A brief description of the material evidence supporting the allegation;

3.2.2.3 A time and place for a meeting to review the AIV concerns or steps for the student to take to schedule a meeting with the instructor to discuss the alleged AIV;

3.2.2.4 A list of the possible instructor-imposed sanctions/penalties, including any program-specific AIV penalties, if appropriate. Instructors may only impose academic penalties, as provided by the Regulation and Section 4 of these procedures;

3.2.2.5 If the instructor recommends that the alleged violation(s) result in suspension or expulsion, or additional sanctions beyond academic penalties as outlined this information must be

included in the written notification to the student. In cases where suspension or expulsion from the University are recommended by the instructor, OSRR will make the final determination on the recommendation. If OSRR makes the determination that suspension or expulsion from the University are appropriate, the case will be referred to an AIB in accordance with applicable ECU and UNC system policies;

3.2.2.6 Appropriate contact information for the Instructor;

3.2.2.7 A copy of the student's rights and responsibilities as defined by the Regulation.

3.2.3 Upon delivery of the written notification from the instructor, the student has ten (10) calendar days to contact the instructor to confirm the day and time for the meeting with the instructor. Written notification must be sent by some method with evidence of dispatch (e.g., email from the instructor's official ECU email account to the student's official ECU email account or via registered mail.)

3.2.4 If the student fails to respond to instructor notification within ten (10) calendar days and has not sought an extension, the instructor may proceed with reviewing the AIV and making a determination. In all cases where the University is closed or the ECU student community is on a University recognized break in the academic calendar (i.e. spring break, fall break, etc.) the University's closure or break shall be considered in assessing the student's timely response.

3.2.5 If the student fails to respond to the notice, the instructor may determine responsibility regarding the allegation and may impose an appropriate academic penalty when the information available demonstrates that the student is responsible for the suspected AIV by the preponderance of evidence.

3.3 Instructor and Student Meeting

3.3.1 Participating Parties and Nonparticipating Observers

3.3.1.1 The instructor and student both may have a nonparticipating observer at the Instructor Meeting. The instructor and student may select an individual of choice, who is not involved in the suspected AIV, as their nonparticipating observer.

- 3.3.1.2 The attendance and participation by the instructor's non-participating observer requires a signed Buckley Waiver by the student pursuant to ECU's Family Educational Rights and Privacy Act (FERPA or Buckley Amendment) Policy unless that individual is in the administrative leadership of Instructor's Department, School, or College. Failure by the student to sign a Buckley waiver does not prevent the process from moving forward.
- 3.3.1.3 The observer(s) may attend the meeting and take notes for reference, but may not actively participate or present information, verbally or in writing. The meeting is closed to the public and no individuals except those described above may attend unless the student or instructor have received an ADA accommodation through the University or arranged and received permission for an individual to provide language translation to either party.

3.4 Making a Determination and Reporting to AIVs to OSRR

- 3.4.1 The instructor shall evaluate the available information and the student's position and/or evidence, as presented at the instructor Meeting, and make a determination if a preponderance of evidence supports the conclusion that the student is responsible for an AIV. The instructor shall determine the appropriate academic penalty based on a finding of responsibility. An appropriate academic penalty may include sanctions outlined in the Regulation and Section 4 of these Procedures.
- 3.4.2 The outcome of the instructor Meeting shall be communicated to the student in writing within ten (10) calendar days of the Meeting.
- 3.4.3 Reporting the AIV to OSRR: The Instructor must complete and submit the Academic Integrity Violation Form (AIV form; available on the OSRR webpage) within ten (10) calendar days of the meeting with the student unless after the Meeting the instructor determines that the evidence fails to indicate that an AIV occurred. If the student fails to respond to the notice or attend the meeting, the outcome must still be communicated to the student in writing and the AIV form submitted to OSRR within ten (10) calendar days from the date of the Instructor's notice of the outcome and penalty to the student. The Instructor can make any of the following determinations.

- 3.4.3.1 No violation found: The instructor determines that the evidence fails to indicate that an AIV occurred, and therefore, no penalty will be imposed. The instructor will notify the student in writing of this decision, and no AIV form will be submitted to the OSRR.
- 3.4.3.2 Violation found: The instructor determines that the evidence indicates that the student is responsible for an AIV and that an academic penalty is appropriate. If the instructor determines that violation has occurred, the instructor may assign any of the academic sanctions outlined in 4.1. If the instructor believes the violation is egregious enough to warrant further university action and an additional sanction—the instructor will indicate as much on the AIV Form when referring the matter to OSRR.
- 3.4.4 Upon receipt of the AIV form from the instructor, OSRR will notify the student, in writing, of the instructor’s decision and the academic penalty within ten (10) calendar days of receiving the AIV form. The written notice shall include a copy of the student’s rights and responsibilities form and inform the student of their right to appeal and the appeal process contained in Section 10. In the event that the student involved in the violation is a graduate student or is in a degree program that has additional penalties for or policies regarding academic integrity violations (i.e., professional medical or dental school student), the OSRR will also submit a copy of the AIV form to the appropriate program administrator.
- 3.4.5 If an instructor suspects an AIV at the end of the semester and the student has already attended the last scheduled class session and final exam, the faculty member should follow the steps above and notify the student in writing of a suspected violation and mark a grade of Incomplete (I) until the investigation is complete.
- 3.4.6 When an instructor reports the decision to OSRR, OSRR may determine that based on the student’s history of AIV violations, the matter may be referred to an AIB for additional sanctions, which may include probation, suspension or expulsion, and/or educational sanctions assigned by the AIB.
- 3.4.7 If a student does not appeal the instructor’s determination and/or penalty, OSRR may elect to meet with the student to discuss the AIV and assign additional educational sanctions such as an educational conversation, or education module, or provide resources as outlined in section 4 of this procedure.

3.5 Multiple Violations and Severe Cases

- 3.5.1 For cases referred to the AIB, student will receive notice from OSRR in writing with the following information:
 - 3.5.1.1 Notice of the AIV(s) resulting in their case being referred to the AIB;
 - 3.5.1.2 Notice of charges;
 - 3.5.1.3 Notice of their Rights and Responsibilities in the process;
 - 3.5.1.4 Notice of the date, time, and location of a pre-hearing/initial meeting with an OSRR staff member;
 - 3.5.1.5 Notice of possible outcomes, including suspension or expulsion.
- 3.5.2 Following the pre-hearing meeting the student will receive notice of the date, time, location of the AIB hearing, notice of the AIB members reviewing their case, and any recommended sanctions from OSRR.
- 3.5.3 Following the AIB hearing, students will receive written notice of the outcome within 10 days and any applicable appeal options.

3.6 Withdrawals

- 3.6.1 The student may withdraw from the course once the AIV process has concluded unless the outcome results in an “XF.”

4. Sanctions

- 4.1 In addition to the sanctions information provided in the Regulation in Section 7:

In AIV matters referred to OSRR, OSRR may elect to provide resources related to the AIV, which will be included in the student’s notice of the AIV from OSRR; or OSRR may elect to meet with the student in person or virtually to discuss the matter and provide additional educational resources or assign additional educational or administrative sanctions related to the matter, with the exception of suspension or expulsion. For example:

 - 4.1.1 Warning, Probation, Deferred Suspension
 - 4.1.2 Educational modules, reflection papers, follow-up meeting, or an educational task related to the AIV