

# Academic Integrity Board Procedures

## 1. Academic Integrity Roles and Responsibilities

### 1.1. Academic Integrity Board

The Academic Integrity Board (hereafter, AIB or the Board) will be comprised of faculty and student members. At least 18 faculty members will be appointed by Faculty Council and serve three-year staggered terms. Selection of student members is the responsibility of the Associate Provost (AP). AIB members will have the following responsibilities:

1.1.1. Serve on panels

The primary role of AIB members is to serve on and/or convene hearing panels. Efforts should be made to distribute the work load equally among AIB members.

1.1.2. Outreach

AIB members are expected to promote academic honesty throughout the community.

1.1.3. Meetings

When necessary, but at least once per academic year, the faculty members of the AIB will meet to discuss the clarity and effectiveness of the University's policies and procedures regarding the Academic Integrity Policy and processes. This meeting will be convened by the AP. The AIB chair(s) can also call a meeting at any time to discuss academic integrity policy issues.

### 1.2. AIB Chair(s)

At least one faculty member of the AIB will be selected as chair(s) of the AIB for a one-year term. There are no term limits for the chair position, but the chair must be a member of the AIB. The chair(s) will have the following responsibilities, in addition to their responsibilities as members of the Board:

1.2.1. Serve on appeal panels

The chair(s) are expected to serve on the appeal panels.

1.2.2. Initial Sanctions

Chair(s) may be asked by the AP to consult on an initial sanction for a non-course related violation.

1.2.3. Administrative Hearings

The chair(s) may initiate an administrative hearing.

1.2.4. Requests for Appeals

Students who have requested a hearing to appeal an instructor's/initial sanction and who have had their request denied by the AP may appeal the AP's decision to an AIB chair. The chair may overrule the AP's decision with or without consultation with the AP.

1.2.5. Review Panel Recommendations

The AIB may elect to have the chair(s) review Hearing Panel recommendations in consultation with the AP.

1.2.6. Outreach

The chair(s) is expected to promote academic honesty among their colleagues. This promotion may involve attending departmental/college meetings to discuss academic integrity and/or working with the Academic Integrity Office to find ways to enhance academic honesty across the University.

### 1.3. Associate Vice President (AP) Role and Responsibilities

This section lists and describes the responsibilities of the AP relative to academic integrity. In the event that there is no AP assigned to the academic integrity process, the roles and responsibilities described in this section will be performed by the AIB chair(s).

1.3.1. Oversight

## Academic Integrity Board Procedures

The AP, as a representative of the Office of Academic Affairs, is responsible for overseeing the Academic Integrity Policy and its implementation across the University.

- 1.3.2. Determine Jurisdiction  
The AP will work with the Dean of Students, and other administrators as necessary, to settle any issue about whether the jurisdiction of a given case belongs in the Academic Integrity process or the Student Affairs Judicial Review process. This decision on the jurisdictional issue is final.
- 1.3.3. Review instructor sanctions  
In accordance with Section XX of the Policy, the AP is responsible for reviewing course-related violations and the resulting instructor's sanctions. Violations and sanctions that are inappropriate may result in a consultation with the individual(s) who sanctioned the student to request a modification. In cases where the AP has a connection with the student or instructor, the AP must disclose the nature of this connection to the chair(s). The chair(s) can then opt to review the instructor sanctions in place of the AP.
- 1.3.4. Assign initial sanctions for non-course related violations  
In accordance with Section XX of the Policy, the AP is responsible for reviewing non-course related violations and either (a) determining an initial sanction or (b) direct the case to a hearing panel. In cases where the AP has a connection with the student, the AP must disclose the nature of this connection to the chair(s). The chair(s) can then opt to assign the initial sanction in place of the AP.
- 1.3.5. Review requests for student-initiated hearings  
The AP is responsible for reviewing requests for student-initiated hearings. The AP is required to conduct this review in consultation with the chair(s) if the AIB so desires.
- 1.3.6. Schedule hearings  
The AP is responsible for the scheduling of hearings and hearing panels.
- 1.3.7. Observe panels  
The AP and/or other members of the Office of Academic Integrity may observe hearing panels.
- 1.3.8. Direct requests for appeals of board-issued sanctions  
The AP is responsible for directing appeal requests to an appeal panel.
- 1.3.9. Review panel recommendations  
The AP will review Hearing Panel recommendations for appropriateness and consistency. Recommendations that are inappropriate or inconsistent with previous similar cases will be sent back for review and/or modified accordingly. Decisions to not follow a hearing panel's recommendation can only be made in consultation with the AIB chair(s). In cases where the AP has a connection with the student or instructor, the AP must disclose the nature of this connection to the chair(s). The chair(s) can then opt to review the panel recommendation(s) in place of the AP.
- 1.3.10. Sign outcomes  
The AP is the signatory on all outcome letters.
- 1.3.11. Maintain records  
The AP is responsible for the maintenance of AI records including reports of sanctions imposed by instructors, records of panel recommendations, records of board sanctions, and records of appeals. Records will be kept in accordance with the University's Records Management Policy.
- 1.3.12. Outreach  
The AP is responsible for outreach to departments and colleges, and for offering resources to increase awareness of and adherence to the Academic Integrity Policy.

## Academic Integrity Board Procedures

### 1.3.11 Privacy

The AP will also ensure compliance with university policies and procedures regarding student privacy (e.g., the FERPA Compliance policy).

### 1.3.12 Reporting

The AP is responsible for issuing an annual report summarizing the activities of the AIB.

## 1.4. Student Consultant

---

Student Consultants are faculty or staff members who serve as a resource for students who are involved with academic integrity cases and/or have academic integrity-related questions.

### 1.4.1. Responsibilities

Student Consultants should be familiar with the Academic Integrity Policy, process, and procedures. Thus, consultants should be prepared to assist students who

- are facing an academic integrity issue,
- have been accused of committing an academic integrity violation, and/or
- who are preparing for an academic integrity hearing.

### 1.4.2. Selection

As appropriate, each college will have a Student Consultant who is appointed by Faculty Council. Members of the AIB may not be appointed as consultants.

### 1.4.3. Term

Student Consultants serve three year terms.

## 1.5. Faculty Consultant

---

Faculty Consultants are faculty members who serve as a resource for faculty who are involved with academic integrity cases and/or have academic integrity-related questions.

### 1.5.1. Responsibilities

Faculty Consultants should be familiar with the Academic Integrity Policy, process, and procedures. Thus, consultants should be prepared to assist faculty who

- are facing an academic integrity issue,
- are preparing to submit an academic integrity violation, and/or
- who are preparing for an academic integrity hearing.

### 1.5.2. Selection

As appropriate, each college will have a Faculty Consultant who is selected by the dean of the given college. Members of the AIB may not be appointed as consultants.

### 1.5.3. Term

Faculty Consultants have no predetermined term; they may be appointed and/or removed by the dean of the given college at any time.

## 2. Hearings

---

### 2.1. Scheduling of Hearings

---

Hearings should be scheduled as quickly as is appropriate following the notification of a violation.

### 2.2. Notification of Hearings

---

The AP will be responsible for notifying hearing participants of their scheduled hearings at least 7 days before the hearing.

### 2.3. Hearing Participants

---

Only current members of the DePaul community are allowed to participate in hearings.

**NOTE: All participants of the hearing are to hold, in strictest confidence, all hearing proceedings.**

#### 2.3.1. Panel

The hearing panel will be comprised of DePaul faculty and DePaul students. The AP will choose one of the faculty members of the panel (the “convener”) to convene the panel.

## Academic Integrity Board Procedures

### 2.3.2. Student

Student participation at the hearing is mandatory. Students may request access to case documents in advance of the hearing. At the hearing, the student will be allowed to make a statement about the alleged violation, and the student should be prepared to answer questions presented by the panel.

### 2.3.3. Instructor

The instructor is expected to participate in hearings. In the event that the instructor cannot participate in the hearing, the University reserves the right to proceed with the hearing, appoint a proxy to present the case, accept a written statement from the instructor, or reschedule the hearing. The instructor should expect to make a statement about the violation and should be prepared to answer questions.

### 2.3.4. Advisor

The student and the instructor are each allowed to bring an advisor, who will act as a support person during the hearing, to the hearing. The advisor is allowed to confer with the student/instructor during the hearing, but is not allowed to directly address the hearing panel or any other hearing participants.

### 2.3.5. Witness

The student and the instructor are each allowed to present one or more witnesses to support his/her position. Witnesses are permitted in the hearing room only during the time of their questioning. The University reserves the right to disallow any witness.

## **2.4. Panel Composition**

---

The composition of the hearing panel will be determined by the AP. Efforts will be made to distribute the work load of the Board equally among board members. Each panel will be scheduled to have 3 faculty members of the AIB and 2 student members. Students who are not members of the AIB may be used if necessary.

## **2.5. Hearing Process/Procedures**

---

### 2.5.1. Presenters

Where a hearing is initiated by the student or the instructor, the student and the instructor (if applicable), or the instructor's representative/proxy pursuant to Section XX of the policy, shall serve as the presenters of their respective positions.

### 2.5.2. Designates

Where a hearing is initiated by a person other than the instructor or student and that person does not wish to serve as the presenter, he or she may designate another person to present. The presenter may not be a member of the Hearing Panel hearing the case.

### 2.5.3. Course and Timing of Hearing

The convener determines the course and the timing of the hearing. In general, the following procedures will apply:

#### 2.5.3.1. *Opening Statements*

All parties to the case have a right to make an opening statement that includes their accounting of the incident. All parties have a right to make a closing statement that responds to the issues raised in the hearing.

#### 2.5.3.2. *Order of Opening Statements*

In all cases, the student has the right to choose to go last in making opening and closing statements.

#### 2.5.3.3. *Witness Testimony*

The timing of the testimony of witnesses (if applicable) is determined by the panel.

#### 2.5.3.4. *Questions During Hearing*

All questions will be directed through the Hearing Panel.

## Academic Integrity Board Procedures

### 2.5.3.5. *Rules of Evidence and Discovery*

Rules of evidence and discovery do not apply to the Academic Integrity hearing process.

### 2.5.3.6. *False Testimony*

The giving of false testimony during a hearing is considered a form of academic misconduct and may be considered as a separate violation under this Policy.

### 2.5.3.7. *Threshold for Findings*

A finding of a violation of the Academic Integrity Policy must be supported by the preponderance of the evidence presented.

### 2.5.3.8. *Panel Decision Procedures*

All decisions of a hearing panel are by a simple majority of the panel members.

## 2.6. Reporting and Implementing Hearing Outcomes

---

### 2.6.1. Hearing Memo

Upon completion of the hearing, the Hearing Panel convener shall communicate in writing all findings and recommendations of the hearing panel through the written report of the panel to the AP. This written report of the panel's recommendation shall contain:

- a summary of the contents of the hearing,
- the numerical vote of the panel regarding the violation and the rationale for the vote,
- the numerical vote of the panel regarding the sanction and the rationale for the vote, and
- its findings and recommendations.

The report shall be prepared so as to protect the confidentiality of the voting members. The AP will review these recommendations for consistency and clarity. If the hearing panel's recommendation is unclear or is inconsistent with past and/or current outcomes, the hearing panel may be asked to provide additional information and/or reconsider the recommendation.

### 2.6.2. Consultation with Dean

When a board sanction is imposed, the AP will consult with the dean of the student's College before the sanction is carried out.

### 2.6.3. Notification to Student

Notice of the decision in each case shall be sent by the AP to the student involved.

### 2.6.4. Notification to Instructor

As appropriate, instructors will be notified if the Board upholds their finding of a violation and/or their imposition of an instructor's sanction.

### 2.6.5. Implementation and Reporting of Sanction

The AP is responsible for ensuring that the imposed sanction is carried out and reporting the sanction to the appropriate administrative offices.