

# DEPAUL UNIVERSITY

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## Academic Integrity

**Category:** Academic Affairs - Faculty Council

**Responsible Department:** Academic Affairs

**Responsible Officer:** Provost

**Effective Date:** 6/29/2016

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### Policy Summary

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DePaul University is a learning community that promotes the intellectual development of each individual within the community. The University seeks to maintain and enhance the educational environment of the community in a variety of ways including through the development of and promotion of standards for academic honesty. The University believes that all members of the community are responsible for adherence to these standards for academic honesty, and that all violations of academic integrity are detrimental to the intellectual development of individuals within the community and to the community at large.

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### Scope

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This policy affects the following groups of the University:

- Full-Time Faculty
- Part-Time Faculty
- Students

This policy applies to all current and former students engaged in courses, programs, learning contexts, and other activities of the University; including, but not limited to:

- Assignments and exams
- Experiential learning courses and activities
- Service learning courses and activities
- Study abroad programs
- Internships and externships
- Student teaching
- Placement tests
- Processes involving admission to the University and/or any unit or program within the University

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### Policy

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#### 1. Preamble

DePaul University is a learning community that promotes the intellectual development of each individual within the community. The University seeks to maintain and enhance the educational environment of the community in a variety of ways including through the development of and promotion of standards for

academic honesty. The University believes that all members of the community are responsible for adherence to these standards for academic honesty, and that all violations of academic integrity are detrimental to the intellectual development of individuals within the community and to the community at large.

## **2. Scope of Policy**

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This policy applies to all current and former students engaged in courses, programs, learning contexts, and other activities of the University; including, but not limited to:

- Assignments and exams
- Experiential learning courses and activities
- Service learning courses and activities
- Study abroad programs
- Internships and externships
- Student teaching
- Placement tests
- Processes involving admission to the University and/or any unit or program within the University

## **3. Violations of Academic Integrity**

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Violations of academic integrity include, but are not limited to, the following categories:

### **3.1. Cheating**

Any action that violates University norms or instructor guidelines for the preparation and submission of assignments. This includes, but is not limited to:

- Copying from another student.
- Offering, accepting, or otherwise obtaining or facilitating unauthorized assistance from or for another student.
- Having someone take an exam or complete an assignment in one's place.
- Unauthorized accessing of exam materials.
  - Accessing, using or possessing unauthorized materials during exams or quizzes.

### **3.2. Plagiarism**

Any use of words, ideas, or other work products attributed to an identifiable source, without attributing the work to the source from which it was obtained, in a situation where there is a legitimate expectation of original authorship. This includes, but is not limited to:

- Directly copying any source, in whole or in part, without proper acknowledgement that it is someone else's.
- Paraphrasing another's work or ideas without proper acknowledgement.
- Self-plagiarism (the use of one work product to obtain credit for multiple assignments) without requesting permission from the current instructor. For example, a student is not allowed to use one paper to fulfill the requirements of more than one assignment without obtaining permission.
- Submitting a work product prepared by someone else (e.g., research papers purchased from another person, website, paper mill, etc.) as one's own work.

In the context of group projects/assignments, a student will be viewed as guilty of plagiarism committed by another student in the group if, and only if, he/she (1) knew or should have known that the work was plagiarized, and (b) had sufficient time and opportunity to report the plagiarism to the instructor but nevertheless submitted (or agreed to submit) the assignment to the instructor with the intent of receiving credit for the submission.

### **3.3. Fabrication, Falsification or Sabotage of Research Data**

Misrepresenting, willfully distorting, or altering the process and results of a scholarly investigation. This includes, but is not limited to:

- Fabricating data as part of a laboratory, fieldwork, or other scholarly investigation.
- Willfully distorting, altering, or falsifying the data gained by such an investigation.
- Stealing, or using without consent of the instructor, data obtained by another student
- Representing research conclusions of another as one's own.
- Undermining or sabotaging the research investigation of another person.

### **3.4. Destruction or Misuse of the University's Academic Resources**

Destroying or misusing the University's academic resources, including equipment and materials. This includes, but is not limited to:

- Unauthorized access to or use of University academic resources.
- Stealing, destroying, or deliberately damaging library materials.
- Preventing, in an unauthorized manner, others' access to academic resources.
- Using academic resources to destroy, damage, or steal the work of other students or scholars.

### **3.5. Alteration or Falsification of Academic Records**

Tampering with or falsifying official University records or documents. This includes, but is not limited to:

- The altering of transcripts.
- The altering of grades or grade change requests.
- The unauthorized use of University documents including letterhead.
- The misrepresentation of one's academic accomplishments, awards, or credentials.

### **3.6. Academic Misconduct**

Any action that deliberately undermines the free exchange of ideas in the learning environment, threatens the impartial evaluation of the students by the instructor or advisor, or violates standards for ethical or professional behavior established by a course or program. This includes, but is not limited to attempts to unduly influence an instructor or advisor for academic advantage.

### **3.7. Complicity**

Any intentional attempt to facilitate an academic integrity violation.

### **3.8. Noncompliance**

Any failure to comply with the academic integrity procedures contained in this policy. This may result in a separate academic integrity violation.

Note: In many instances, the Code of Student Responsibility, or other DePaul policies, may also address conduct that is a violation of the Academic Integrity policy. In these instances, the Associate Provost (AP) will work with other administrators as necessary to determine which process(es) will apply.

## **4. Academic Integrity Sanctions**

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### **4.1. Instructor Sanctions**

Instructors are the primary means by which the academic standards of the University are upheld. In response to violations that occur within the context of a course, the instructor is free to impose any sanction up to, and including, failure in the course. Sanctions should pertain to the violation the student is alleged to have committed and should not assume that the student is incapable of honest work (e.g., instructor who catches a student cheating on a quiz may fail the student for the quiz but should not demand that the student sit alone for all future quizzes). Initial sanctions are reviewed by the AP who may request the sanction be modified if it is deemed inappropriate.

### **4.2. Board Sanctions**

While instructor sanctions are course specific, the Academic Integrity Board (hereafter, AIB or the Board) can impose sanctions that are beyond the scope of the course. The Board may impose more than one sanction in response to a violation.

#### **4.2.1. Educational Remedy**

Activities designed to help the student understand how to adhere to the Academic Integrity Policy.

4.2.2. Letter of Reprimand without Transcript Notation

An official written censure of the student for violating Academic Integrity policies that will not result in a note on the student's transcript.

4.2.3. Letter of Reprimand with Transcript Notation

An official written censure of the student for violating Academic Integrity policies that will result in a note on the student's transcript.

4.2.4. Suspension (automatically results in transcript notation)

A total separation from the University for a required period of time. Suspension may include various prohibitions regarding a student's ability to be on University property or participate in University activities. At the end of the suspension period, the student will automatically be restored to good standing; unless it is proved that the suspension was violated. Credits earned by a student at another institution during a time period in which that student has been suspended from earning credit at DePaul will not be applied to the student's DePaul graduation requirements, unless the Board explicitly allows for that option.

4.2.5. Program Dismissal (automatically results in transcript notation)

An immediate separation of the student and a particular program (for example, graduate programs, honors programs, etc.). The student is not dismissed from the University, and is eligible to continue in, or apply to, other programs.

4.2.6. Dismissal (automatically results in transcript notation)

An immediate, total, and permanent separation from the University. Dismissal denies the student the right to participate in any academic or extracurricular activities of the University.

4.2.7. Degree Revocation (automatically results in transcript notation)

May occur for a graduated student who has violated the Academic Integrity Policy.

4.2.8. Other

The Board may impose other sanctions as deemed appropriate.

## 5. Course-Related Violations

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### 5.1. Instructor's Role and Responsibilities

5.1.1. Initial Determination of Violation and Sanctions

The initial determination as to whether an academic integrity violation has occurred and the sanctions that are to be imposed are at the discretion of the instructor when the violation occurs within the context of a course. When a violation occurs within the context of group work, efforts should be made to identify the individual(s) at fault rather than assume that all members of the group were/are equally at fault. The instructor is free to impose any sanction up to, and including, failure in the course. Sanctions should pertain to the violation the student is alleged to have committed and should not assume that the student is incapable of honest work (e.g., instructor who catches a student cheating on a quiz may choose to fail the student for the quiz but should not demand that the student sit alone for all future quizzes). Initial sanctions are reviewed by the AP who may request the sanction be modified if it is deemed inappropriate. If an instructor believes that a student should receive additional sanctions (e.g., suspension, dismissal) beyond course sanctions, the instructor can request a hearing in accordance with Section 7.1 of this Policy.

5.1.2. Discussion with student

Instructors are encouraged to discuss the violation and the sanction with the student.

5.1.3. Submission of violation

Any time an instructor imposes sanctions because of an academic integrity violation, the instructor must formally notify the student using the Online Notification Process via Campus Connection

(campusconnect.depaul.edu). This notification must occur before the end of the third week of classes in the term following the quarter in which the violation occurred (summer sessions are excluded from this time frame).

#### 5.1.4. Multiple Violations in a Single Course

The first violation observed in a course for which an instructor imposes sanctions should be filed as a distinct violation in order to insure the student's right to appeal and request review of instructor's sanctions as provided for in 5.2.4. Two or more violations may also be filed together if they occurred in the same class, but such cases will be reviewed by the board as outlined in section 7.3.2.1.

**Note:** *Merely returning a paper to be rewritten for minor or technical violations of the instructor's directions or for adherence to plagiarism guidelines shall not be construed as imposing a sanction.*

#### 5.1.5. Submission of materials

Instructors must submit materials that pertain to the violation and sanction to the Academic Integrity Office at [academicintegrity@depaul.edu](mailto:academicintegrity@depaul.edu).

#### 5.1.6. Maintenance of Records

Instructors should keep materials related to the academic integrity violation for three academic years following the violation.

#### 5.1.7. Attendance at hearing

If the academic integrity violation results in a hearing, instructors are expected to participate in the hearing in-person or electronically (e.g., via phone or videoconference). If the instructor cannot attend the hearing, they are expected to submit a written statement representing their position or find a colleague who will represent the instructor by proxy. If neither the instructor nor his/her proxy appears at the hearing, the panel (as determined by the convener of the panel) may proceed with the hearing, appoint a proxy to present the case, or request that the hearing be rescheduled.

## 5.2. **Student's Rights and Responsibilities**

### 5.2.1. Notification of Sanctions

Students are entitled to be notified when they have been sanctioned for committing an academic integrity violation. This notice will include (a) a description of the violation, (b) a statement of the sanctions; (c) notice that the student has the right to request a hearing to review the sanctions (if applicable); and, (d) information about Student Consultants. Students are expected to keep their email address in the Campus Connection system up-to-date, as this notification is communicated through the Campus Connection system.

### 5.2.2. Timely Communication and Processing

Students are entitled to be notified of academic integrity violations and sanctions in a timely manner (i.e., before the end of the third week of classes in the term following the quarter in which the violation occurred, excluding summer sessions). Students are also entitled to timely processing of their academic integrity cases. As such, requests for hearings and appeals will be processed as quickly as practical and hearings will generally be held no later than the end of the quarter following the quarter in which the violation occurred. (Note: hearings are not held during summer sessions.)

### 5.2.3. Remaining in the Course

A student who is sanctioned by an instructor before the end of the course may, but is not required to, remain in the course while the academic integrity process proceeds. Students who plan to appeal the instructor's sanction are encouraged to remain in the course and to fully participate in the course.

It is the student's responsibility to understand and accept the various consequences of choosing to remain in a course or not; including but not limited to financial aid and housing implications.

#### 5.2.4. Review of Instructor's Sanctions

A student is entitled to request a hearing for the AIB to review the sanctions imposed by his/her instructor, in accordance with Section 7.2 of this Policy, if the student believes that the alleged violation did not occur or the sanction is excessive or inappropriate. A student who has previously violated the Academic Integrity Policy may not request a hearing to review sanctions as the violation in question will result in a mandatory hearing.

#### 5.2.5. Attendance at Hearings

Students are required to attend any and all hearings involving their academic integrity cases. If the student fails to attend a scheduled hearing, the Hearing Panel may decide the case based on the information available to the panel at the time. The alleged violation may be upheld and/or additional sanctions may be imposed. A student's failure to appear at a hearing may be considered an additional violation of the Academic Integrity Policy.

### **5.3. Violations Observed by a Third Party**

When an academic integrity violation occurs within the context of a course and is observed by someone other than the instructor, the person(s) who observed the violation must report the violation to the instructor. The instructor is then expected to take appropriate action. The individual who observed the violation may be asked to serve as a witness in the event that the violation leads to a hearing. The AP or AIB chair(s) may file a course-related violation outside the timeline established in 5.1.3. if a violation is discovered in the course of exercising responsibilities relative to academic integrity as outlined in sections 1.2 and 1.3 of the AIB procedures document.

## **6. Non-course Related Violations**

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### **6.1. Finding and Reporting of Violation**

Academic integrity violations that are found outside of the context of course should be reported to the Academic Integrity Office at [academicintegrity@depaul.edu](mailto:academicintegrity@depaul.edu). Documentation of the violation should also be sent to the Academic Integrity Office at [academicintegrity@depaul.edu](mailto:academicintegrity@depaul.edu). In the event that the violation leads to a hearing, the person who reported the violation is expected to attend the hearing.

### **6.2. Initial Sanction**

The initial sanction will be one of the board sanctions and will be determined by the AP. As needed, the AP may consult with the person or department who reported the violation, representatives of the student's home college, chair(s) of the AIB, and/or other relevant individuals in order to determine an appropriate sanction. Rather than imposing an initial sanction, the AP (at his/her discretion) may call for an administrative hearing.

### **6.3. Notification of violation.**

Representatives from the Academic Integrity Office will notify the student of the violation and sanction using the Online Notification Process via Campus Connection ([campusconnect.depaul.edu](http://campusconnect.depaul.edu)) as soon as practical.

### **6.4. Maintenance of Records.**

The Academic Integrity Office will keep materials related to the academic integrity violation in accordance with the University's Records Management Policy.

### **6.5. Student's Rights and Responsibilities**

#### 6.5.1. Notification of Sanctions

Students are entitled to be notified when they have been sanctioned for committing an academic integrity violation. This notice will include (a) a description of the violation, (b) a statement of the

sanctions; (c) notice that the student has the right to request a hearing to review the sanctions (if applicable); and, (d) information about Student Consultants. Students are expected to keep their email address in the Campus Connection system up-to-date, as this notification is communicated through the Campus Connection system.

#### 6.5.2. Timely Communication and Processing

Students are entitled to notification of academic integrity violations and sanctions in a timely manner. Students are also entitled to timely processing of their academic integrity cases. . As such, requests for hearings and appeals will be processed as quickly as practical and hearings will generally be held no later than the end of the quarter following the quarter in which the violation occurred. (Note: hearings are not held during summer sessions.)

#### 6.5.3. Review of Initial Sanction

A student is entitled to request a hearing for the AIB to review the initial sanctions, in accordance with Section 7.2 of this Policy, if the student believes that the alleged violation did not occur or the sanction is excessive or inappropriate.

#### 6.5.4. Attendance at Hearings

Students are required to participate in any and all hearings involving their academic integrity cases. Students are strongly encouraged to attend hearings, but they may also participate electronically (e.g., via phone) or by submitting a written statement. If the student fails to participate in a scheduled hearing, the Hearing Panel may decide the case based on the information available to the panel at the time. The alleged violation may be upheld and/or additional sanctions may be imposed. A student's failure to participate at a hearing may be considered an additional violation of the Academic Integrity Policy.

## 7. Types of Hearings & Outcomes

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### 7.1. **Instructor-Initiated**

#### 7.1.1. Definition

An instructor may initiate a hearing as a means of asking the Board to consider board sanctions beyond those available to the instructor. To initiate a hearing, instructors should contact the Academic Integrity Office at [academicintegrity@depaul.edu](mailto:academicintegrity@depaul.edu). Instructor-initiated hearings presuppose that a violation has occurred; thus the hearing should not be held until the existence of a violation has been established by either (a) a course-related violation for which a student has not requested a student-initiated hearing within time frame required by Section 7.2 of this Policy or (b) a course-related violation that was upheld by the Board as a result of a student-initiated hearing held pursuant to Section 7.2 of this Policy.

#### 7.1.2. Possible Outcomes

7.1.2.1 *Board imposes additional sanctions*

7.1.2.2 *Board does not impose additional sanctions*

### 7.2. **Student Initiated**

#### 7.2.1. Definition

A student may request a hearing when the student believes that the violation is unfounded or that the instructor's sanction or initial sanction is excessive or inappropriate. Requests for student-initiated hearings must be made through the Campus Connection system no later than 14 days following notification of the violation. Students who request hearings are subject to no greater penalties than those which the student initially received (i.e., the hearing cannot result in an additional penalty). Students whose violation is a second violation cannot initiate a hearing as the violation will result in a mandatory hearing in accordance with Section 7.3 of this Policy.

#### 7.2.2 Possible Outcomes

#### 7.2.2.1 *Board overturns the finding of a violation*

If the Board finds that the student did NOT commit the alleged violation, the Board must also reverse the instructor's / initial sanction. The instructor will be notified by the Academic Integrity Office of the Board's findings and shall modify the student's grade accordingly. Finally, all records associated with the case shall be removed from the student's Academic Integrity file.

#### 7.2.2.2 *Board upholds finding of a violation*

If the Board upholds the finding that a violation occurred, the Board will also uphold the sanction unless the sanction is found to be excessive and/or inappropriate. In making this determination, the Board will recognize that there are a range of appropriate sanctions that may be imposed for similar academic integrity violations. If the Board revises the sanction, the sanctioner (faculty member or AP) will be notified by the Academic Integrity Office and shall modify the sanction (and the student's grade if necessary)

### **7.3 Administrative Hearings (including Mandatory Hearings)**

#### 7.3.2 Definitions

##### 7.3.2.1 *Mandatory Hearing for Second Violation*

Mandatory hearings are held when a student who has previously committed an academic integrity violation is accused of a subsequent academic integrity violation. The hearing panel will review the most recent violation. Further, the hearing panel will only review a student's prior violation(s) once there has been a determination that the current violation has occurred. In cases where a student is accused of committing two or more violations at roughly the same time, the hearing panel may be asked to review multiple violations at once. During a mandatory hearing to review multiple violations at once, a student may request that the panel deliberate about reversing an instructor's initial sanctions. If a student does not participate in the hearing and does not request a review of an instructor's initial sanctions, the panel may not deliberate about reversing initial sanctions. In such cases possible outcomes will include those in 7.2.2. as well as the outcomes outlined in section 7.3.3.

##### 7.3.2.2 *Hearing for Non-course Violation*

Upon review of a non-course violation, the AP may decide that, rather than imposing initial sanctions, the potential non-course violation should be reviewed via hearing.

##### 7.3.2.3 *Hearings for an Egregious Violation*

Egregious academic integrity violations, even if it is the student's first violation, may result in a hearing at the discretion of the AP or the AIB Chair(s).

Violations may be deemed egregious by the AP or AIB chair(s) if they appear to have been committed repeatedly with willful disregard for basic standards of academic honesty, or if they involve an unusually large proportion of all work submitted for a course or towards a degree. A violation that has the potential to harm the public reputation of the university and its relations with its outside partners may also be deemed by the AP or the AIB Chair(s) to be an egregious violation (examples could include but are not limited to falsifying the results of published research, plagiarism in grant proposals, theses, dissertations or publications which are disseminated with university endorsement, or violations of professional ethics in internships for which university credits are enrolled, etc.) An administrative hearing for an egregious violation shall first make a finding about whether the violation or violations occurred, then consider the outcomes outlined in section 7.3.3.

#### 7.3.3 Possible Outcomes

##### 7.3.3.1 *Board overturns the finding of a violation*

If the Board finds that the student did NOT commit the alleged violation, the Board must also reverse the instructor's initial sanction (if any). The instructor will be notified by the Academic Integrity Office of the Board's findings and shall modify the student's grade accordingly. Finally, all records associated with the case shall be removed from the student's Academic Integrity file.

#### 7.3.3.2 *Board upholds finding of a violation*

If the Board upholds the finding that a violation occurred, the Board will also uphold the sanction unless the initial sanction is found to be excessive and/or inappropriate. In making this determination, the Board will recognize that there is a range of appropriate sanctions that may be imposed for similar academic integrity violations. If the Board revises the sanction, the sanctioner (faculty member or AP) will be notified by the Academic Integrity Office and shall modify the sanction (and the student's grade if necessary)

Further, the Board shall consider imposing board sanctions. Thus, the Board may, but does not have to, choose to impose any of the board sanctions as a result of an administrative hearing. If the administrative hearing is the result of a previously-determined violation (e.g., it is a mandatory hearing for a second violation, or an administrative hearing being initiated for an egregious first violation), these board sanctions will be in addition to any other sanctions imposed by an instructor or the AP.

## 8 Appeal of Board's Sanction

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A student may appeal the finding of a violation and/or board sanctions resulting from an instructor-initiated hearing or administrative hearing. Only students may appeal (i.e., neither instructors nor other members of the University community may appeal board findings and sanctions). Students may not appeal the results of a student-initiated hearing.

### 8.2 Appeal Requests

Students must submit appeal requests to the Academic Integrity Office ([academicintegrity@depaul.edu](mailto:academicintegrity@depaul.edu)) within 5 days of being notified of the Board sanction.

**Note:** board sanctions are communicated via an email sent to the student's email address listed in the Campus Connection system. A student is considered as having been notified of a board sanction once the email is sent.

### 8.3 Grounds for Appeal

The appeal must be based on at least one of the following grounds:

- **Substantial Procedural Error:** A substantial procedural error occurred that unreasonably impaired the student's ability to achieve a fair process or a fair final decision.
- **New Evidence:** New evidence of a substantive nature, impossible for the hearing panel to have heard at the time of the hearing, has been discovered and it would be fundamentally unfair for the evidence not to be considered.
- **Excessive and/or Inappropriate Sanction:** the sanction imposed was not in keeping with the nature or severity of violation.

### 8.4 Appeal Procedure

The AP will direct appeals to an appeal panel consisting of three AIB members who have no prior knowledge of the case.

### 8.5 Appeal Panel Outcomes

The appeal panel will review case documents and may, at the discretion of the panel, consult with the original hearing panel. Then, the appeal panel will choose one of the following options:

- Rule that the grounds for appeal have not been met and thus deny the appeal.
- Rule that the grounds for appeal have been met and overturn the finding of a violation (and thus overturn the sanction).

- Rule that the grounds for appeal have been met, uphold the finding of a violation, and reduce the sanction. Students who appeal are subject to no greater penalties than those which the student previously received (i.e., the appeal cannot result in a harsher penalty).
  - Rule that the grounds for appeal have been met and uphold both the finding of a violation and the sanction.
  - Rule that the grounds for appeal have been met and direct the appeal to a new hearing panel.
- The outcome of the appeal panel will be accepted by the AP and communicated to relevant parties appropriately.

### **8.6 Hearing Panel Outcomes**

The hearing panel will conduct a new hearing of the case using the standard hearing procedures detailed in Section 2 of the Academic Integrity Board Procedures. The panel will then choose one of the following outcomes:

- Overturn the finding of a violation (and thus overturn the sanction).
- Uphold the finding of a violation and reduce the sanction.
- Uphold the finding of a violation and uphold the sanction.

The outcome of the hearing panel will be accepted by the AP and communicated to relevant parties appropriately.

### **8.7 Finality of Appeal Outcomes**

The outcome of the appeal represents the final outcome for a case and cannot, itself, be appealed.

## **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

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.
- 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**

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**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.

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.

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.

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## Divisional Collaborations

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None.

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## Contact Information

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## Appendices

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None.

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## **History/Revisions**

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Origination Date: Approval of this policy pre-dates the Policy and Procedures website.

Last Amended Date:

Next Review Date: