

- **(G) Article VI. Academic integrity violation procedures.**

A. General.

- a. Academic honesty is essential to the educational process and serves to protect the integrity of the university community. Therefore, all members of the university community have a responsibility for maintaining high standards of honesty and ethical practice. Cheating, plagiarism, and other forms of academic dishonesty constitute a serious violation of university policy, as outlined in paragraph (D) of this policy. Students should consult with the faculty member if they are not sure what may constitute a violation of the academic integrity policy.
- b. Students suspected of violations of the academic integrity policy may be charged with a violation of university policy under the student conduct standards as outlined in paragraph (D)(1) of this policy. Cases of alleged violations of the academic integrity policy shall be resolved as outlined in this paragraph.
- c. The process outlined in this paragraph is the only approved process by which faculty members can address alleged violations of the academic integrity policy. Failure to follow this process or use of any process other than this will result in nullification of any charges against the student and nullification of any sanctions levied against the student. If, following nullification of the charges and sanctions, the faculty member refuses to rectify the impacted grades or assignments, the student has the right to file an academic grievance against the faculty member. Any internal college, departmental, or program processes used to address alleged violations of policy or concerns about student conduct are secondary to the processes outlined herein.

B. Academic integrity conference.

- a. After the faculty member has gathered evidence of a possible violation, they shall notify the student within two university working days in writing, via university email, of the allegations and invite the

student to participate in an academic integrity conference. Prior to scheduling the meeting, the faculty should confirm with the Office of Community Standards and Student Conduct of any previous academic integrity violations. The faculty member and student may determine a mutual time to meet, or the faculty member may determine a time if the student does not respond. ~~hold the conference without written notification.~~ This academic integrity conference shall occur within ~~five~~ ~~seven~~ ~~(7)~~ ~~seven~~ ~~(7)~~ university working days of the written notification to the student.

- b. The academic integrity conference is the first step in this process, and serves to provide the student with the opportunity to discuss the allegations made by the faculty member. During this meeting, the student ~~should~~ ~~will~~ have the opportunity to address the allegations, and to review all relevant information and documentation to the allegations.

In situations where the course is taught primarily online and/or where the student is unable to physically present for the academic integrity conference, the meeting may be conducted via ~~email~~, phone, or video conference, as appropriate. The faculty member may consult with the ~~office of academic affairs~~ ~~judicial chair of the academic grievance subcommittee~~ or the office of community standards and student conduct for direction in such situations.

- c. ~~If, after meeting with the student, the faculty member determines that no violation of the academic integrity policy occurred and/or the student is not responsible for a violation of the academic integrity policy, the faculty member will indicate “not responsible” on the academic integrity form. can dismiss the charges by not filling out the academic integrity form.~~
- d. If the faculty member concludes that the student is responsible for a violation of the academic integrity policy, the faculty member shall select an appropriate sanction, in alignment with their course syllabus as outlined in paragraph (F)(3) of this policy, and will

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complete the academic integrity form. While the student may sign the form immediately, they have up to five (5) university working days to do so. The student has the option to accept the charge but contest the sanction, or they can agree to both the charge and sanction.

- e. If the student signs the academic integrity form, acknowledging responsibility for the alleged violation and accepting the sanction, the decision is final and there is no appeal process.
 - (i) The student will return the form to the faculty member. The faculty member will sign the form and will submit any documentation or statements with the academic integrity form.
 - (ii) The faculty member will forward the form to the departmental chairperson for their signature, acknowledging the case has been brought to their attention. The chairperson has the option to submit a written statement to be included with the academic integrity form.
 - (iii) The chairperson will then forward the form and all documents to the dean for their signature, acknowledging the case has been brought to their attention. The dean has the option to submit a written statement to be included with the academic integrity form.
 - (iv) The dean will then forward the form and all documents to the office of community standards and student conduct to be placed in the student's file.
 - (v) The dean of graduate studies will be notified and provided a copy of the form and all documents for cases involving graduate students.
 - (vi) No further action is required unless the recommended sanction includes program removal, suspension, or expulsion. In cases where one of these sanctions is recommended, the case will be forwarded to the judicial chair of the academic grievance subcommittee for review.

C. Failure to appear, respond or sign.

a. If the student fails to respond to the faculty member's request for an academic integrity conference, or conference or fails to attend an academic integrity conference within ~~seven (7) - seven (7) five~~ university working days of notice by the faculty member, the following will occur:

(i) The faculty member will complete and sign the academic integrity form without the student's signature. They will then submit the form along with copies of any documentation or statements to the chairperson for their signature, acknowledging the case has been brought to their attention. The chairperson has the option to submit a written statement to be included with the form.

(ii) The chairperson will then forward the form and all documents to the dean for their signature, acknowledging the case has been brought to their attention. The dean has the option to submit a written statement to be included with the form.

(iii) The dean will then forward the form and all documents to the office of community standards and student conduct to be placed in the student's file. The office of community standards and student conduct will then forward the academic integrity form and all documents to the judicial chair of the academic grievance subcommittee for further action.

a. The judicial chair of the academic grievance subcommittee may then sign the unsigned form if the faculty member's recommended sanction aligns with sanctions outlined in the faculty member's course syllabus, this academic integrity policy, and/or any affiliated program handbook. The judicial chair of the academic grievance subcommittee will then send a letter to the student stating the violation has been reviewed and the recommended sanction has been approved in accordance with the course syllabus, academic integrity policy, and/or program handbook. The appeals process will remain in effect.

(iv) The dean of the college of graduate studies will be notified and

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~~provided~~^{provided} with a copy of the form and all documents for cases involving graduate students.

- b. If the student declines to accept responsibility for the charges and/or declines to accept the sanctions selected by the faculty member, the faculty member should complete the form as outlined in this paragraph.

D. Academic grievance subcommittee referrals.

- a. If the student declines to accept responsibility for the charges, and/or declines to accept the sanctions selected by the faculty member, the case will be referred to the office of community standards and student conduct and forwarded to the ~~judicial chair of the academic grievance subcommittee~~^{judicial chair} to initiate an ~~academic integrity~~^{academic integrity} hearing ~~before the academic grievance subcommittee~~.
- b. Regardless of whether the academic integrity form is signed, in cases where program removal, suspension, or expulsion is recommended by the faculty member, the case will be referred to the office of community standards and student conduct and forwarded to ~~judicial chair of the academic grievance subcommittee~~^{judicial chair} to initiate an ~~academic integrity~~^{academic integrity} hearing ~~before the academic grievance subcommittee~~. A representative from the office of community standards and student conduct must be present at all such hearings to serve in an advisory capacity.

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E. Academic grievance subcommittee structure.

- a. Judicial chair. ~~Associate Vice~~ provost for academic administration or designee appointed by the provost.
- b. Faculty ~~members~~^{are appointed by the academic senate} ~~and/or serve on the student conduct board as faculty representatives. The academic integrity board will be comprised of three (3) faculty~~

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~~members, and serve a two-year term. One faculty member shall be selected from each of the six colleges. At least three of these appointees will have graduate faculty status. In cases involving graduate matters, only graduate faculty will be appointed. Six faculty members with graduate faculty status will be appointed by graduate council to hear cases involving graduate students.~~

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- c. ~~Three (3) undergraduate student members will hear the academic integrity case. These students will be student conduct board members, are appointed by the dean of students, or designee, and may serve up to three years on the student conduct board subcommittee. In addition, three (3) six graduate students (preferably one from each college) will be appointed by the graduate council to hear cases involving graduate students.~~
 - (i) Students must complete an application available through the office of community standards and student conduct. [Students must complete student conduct board training prior to serving.](#)
 - (ii) ~~At least one undergraduate student member is selected from each of the six colleges.~~
 - (iii) Students must have a minimum GPA of 2.5 for undergraduate students and a 3.0 for graduate students.
 - (iv) Students must not have a previous student conduct record.
 - (v) Students should be sophomore status or above.

F. Academic grievance subcommittee hearing procedures.

- a. In cases where ~~the student failed to respond to a request from the faculty member for an academic integrity conference, cases where the student failed to return the signed academic integrity form to the faculty member within the given timeframe, cases wherein the student disputes the charges or sanctions, or in cases when the~~

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faculty member recommends program removal, suspension, or expulsion, a hearing by the academic grievance subcommittee is initiated.

- b. Within seven (7)~~five (5)~~ university working days of receiving the academic integrity form and any supporting documentation of evidence from the faculty member, the judicial chair, or designee, shall contact the student involved and request a statement and any documentation or evidence they would like to have considered in the hearing. The student will have seven (7)~~five (5)~~ university working days to submit these items ~~to the judicial chair or designee. to the office of community standards and student conduct.~~
- c. ~~At least~~ Within two(2) university working days ~~prior to the hearing, of receiving the statement and evidence~~, the judicial chair, or designee, shall distribute copies of the academic integrity form and any documentation or evidence produced by the student and faculty member to the academic grievance subcommittee members, the student, faculty member, department chairperson, and appropriate dean. The academic integrity form, course syllabus (submitted by the faculty member, student, or both), and any documentation or evidence produced by the student, faculty member, chairperson, or dean compose the academic integrity hearing packet.
- d. A hearing date, time, and location for the academic grievance subcommittee hearing will be established by the judicial chair, or designee. Academic grievance subcommittee members shall have a minimum of ~~two (2)~~~~three~~ university working days to review all written materials in the academic integrity hearing packet. The hearing notice shall be sent to the parties directly involved in the grievance procedure, excluding advisors and witnesses. Parties directly involved include:
 - (i) Faculty/student. The party who files the academic integrity form and the party who is alleged to have violated the academic integrity policy. If either party cannot or refuses to attend the hearing, they

may provide written or recorded statements to be submitted for evidence. Faculty members are permitted to have a substitute who will exercise all the rights and responsibilities of the absent faculty member.

(ii) Department chairperson. The chairperson of the department or designee in which the faculty member resides. The chairperson's attendance is optional. If the chairperson is in attendance, they will be brought in to speak with the hearing panel after the presentation of information by the faculty member and student and without the faculty member or student present. The chairperson's role in the hearing is to provide information on any knowledge they have of the case as well as to provide insight into and clarify any questions regarding the culture of the department or expectations of students in the department.

(iii) Dean. The dean of the college or designee in which the faculty member's department is housed. The dean's attendance is optional. ~~In addition, the dean of graduate studies has the option to attend in cases that involve graduate students and graduate faculty members.~~ If the dean is in attendance, they will be brought in to speak with the hearing panel after the presentation of information by the faculty member and ~~student and student~~ without the faculty member or student present. The dean's role in the hearing is to provide information on any knowledge they have of the case as well as to provide insight into and clarify any questions regarding the culture of the department or expectations of students in the department.

(iv) Academic grievance subcommittee hearing panel members. Derived from the membership of the student ~~conduct board members~~ ~~academic grievance subcommittee of the academic senate.~~ At minimum, each hearing panel consists of three ~~(3)~~ faculty members, ~~three one (1) undergraduate students~~, and the judicial chair. In hearings involving allegations against a graduate student, ~~a minimum of three (3) graduate college faculty and one (1) graduate student representatives~~ will form the hearing panel. The hearing panel conducts the formal hearing and renders a decision. No member of a hearing panel will hear a case directly involving

themselves.

(v) Advisors. The student and the faculty member may each avail themselves of the services of an advisor throughout the academic integrity process. An advisor may be drawn from within or outside the university community. Advisors may not present testimony or speak on behalf of the party whom they are advising. They are permitted, however, to give notes or whisper instructions/advice to the party whom they are advising. Examples of advisors include a parent/guardian, attorney, clergy, other faculty/staff member, or coach. The advisor may not be the chairperson or dean for the college in which the faculty member or student is housed. In situations where a graduate assistant is considered the instructor of record and is the party who submitted the academic integrity form, the chairperson may serve as an advisor to the graduate assistant and is permitted to stay throughout the hearing.

In cases in which the student is a dually enrolled high school and university student (through the Youngstown early college or the college credit plus program), the student may have both a parent/guardian and a secondary advisor present for the hearing.

(vi) Witness(es). Witnesses who have something to add to the hearing either in support of the faculty member or student are permitted. While the number of witnesses is not limited, the number of witnesses that present repetitive testimony may be limited at the discretion of the judicial chair.

- e. If the student or faculty member is unable to be physically present for the hearing, then both the faculty member and student will be made available for the hearing through the same electronic means to provide equal treatment to all parties. This may include either teleconference or video conferencing platforms, as deemed appropriate by the judicial chair.

G. Rights of hearing parties.

- a. The following rights are guaranteed to the student and the faculty member:
 - (i) The right to be present.
 - (ii) The right to be accompanied by an advisor of their choice.
 - (iii) The right to speak in support of their argument.
 - (iv) The right to bring witnesses in support of their case.
 - (v) The right to present any relevant information directly supporting their written items in the academic integrity packet, including oral testimony.
 - (vi) The right to refute information presented.
 - (vii) The right to consult with the judicial chair or the office of community standards and student conduct regarding the hearing, their testimony, or the presentation of any testimony in support of their case.
- b. The judicial chair has the right to:
 - (i) Limit the amount of time testimony is presented by any given individual;
 - (ii) Remove disruptive individuals from the room;
 - (iii) Ensure that only the members of the hearing panel, student, and faculty member are present in the room;
 - (iv) Ensure that all witnesses remain outside the hearing room and are brought in and dismissed after their testimony is presented;
 - (v) Extend the timeline for the hearing process.

H. Deliberation and findings.

- a. The hearing panel shall meet in closed session to review the information presented and reach a decision. The hearing panel shall vote using secret ballots tallied by the judicial chair. The judicial chair will only vote in circumstances of a tie among the hearing panel members.
- b. If the hearing panel determines that the student is responsible for a violation of the academic integrity policy, the hearing panel may consider previously resolved cases (on file with the office of community standards and student conduct) involving the student when assigning an appropriate sanction. The judicial chair will present such information to the hearing panel only after a determination of responsibility on the case in question has been reached.

The standard of proof utilized in all university student conduct proceedings shall be a preponderance of evidence. Preponderance of the evidence is known as the balance of probabilities, met if the proposition is more likely to be true than not true. Effectively, the standard is satisfied if there is greater than fifty per-cent chance that the proposition is true.

- c. Both parties shall be informed of the hearing panel's decision in writing within three (3) university working days. This statement letter shall be prepared and signed by the judicial chair and forwarded to the office of community standards and student conduct, the graduate school dean when appropriate, the provost and all parties directly involved in the hearing, except advisors and witnesses.
 - (i) Notice of the hearing panel's decision ends the academic grievance subcommittee's involvement in the disposition of the case.
 - (ii) A file of all pertinent documents for all academic integrity hearings shall be kept by the office of academic affairs the provost and the

office of community standards and student conduct.

(iii) Any change of grade as a result of the academic integrity hearing panel's decision should be made by the faculty member and signed by the respective chairperson and/or dean within five (5) university working days. If the faculty member, chairperson and/or dean refuses to sign the grade change form, then the provost will do so.

I. Appeals.

a. Only students may appeal the decision of the academic grievance subcommittee regarding ~~for~~ cases involving alleged violations of the academic integrity policy. The appeal can only be based on procedural violations and must be submitted within five (5)-university working days from the date on which the student was notified of the hearing panel's decision. The request for an appeal must be is submitted in writing to the judicial chair.

b. The judicial chair will forward the written appeal to the academic senate executive committee~~members who will hear the appeal~~ within two (2) university working days.

c. ~~Members of the~~The academic senate executive committee include: academic senate chair, academic senate vice chair, academic senate secretary, academic senate parliamentarian, one representative from each of the academic colleges, and student government association president.~~e members: LIST ALL MEMBERS...~~
~~At a minimum, three (3) faculty members and one (1) student will hear the appeal.~~

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(i) If the members of the academic senate executive committee ~~who hear the appeal~~-determines that no procedural violations occurred or that any procedural violations were minor and did not affect the original hearing panel's decision, the original hearing panel's decision is upheld and the case is closed.

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(ii) ~~If the members of the academic senate executive committee who hear the appeal~~~~If the academic senate executive committee~~ determines that procedural violations may have occurred and were potentially substantive enough to have affected the hearing panel's decision, ~~those members will make up the~~ ~~the case will be referred to a three-person~~ appellate hearing panel ~~consisting of one student and two faculty members~~. This appellate hearing will take place within twelve (12) university working days of receipt of the written appeal.

e.d. Appellate hearing panel.

(i) No member of the appellate hearing panel will hear a case directly affecting themselves.

(ii) Prior to the appellate hearing, members of the appellate hearing panel shall review all relevant documents.

(iii) The chair of the appellate hearing panel shall inform both parties of the decision ~~within five (5) university working days as soon as reasonably possible~~. A written ~~statement~~~~letter~~ of the decision shall be prepared and signed by the chair of the appellate hearing panel, forwarded to the student, faculty member, the office of community standards and student conduct, and office of ~~academic affairs~~ ~~the provost~~ within five (5) university working days of the decision via university email.

(iv) A file of all pertinent documents for all appeals shall be kept by the office of community standards and student conduct and/or the office of ~~academic affairs~~ ~~the provost~~.

(v) The decision reached by the appellate hearing panel is final and may not be appealed.

d.e. At the discretion of the chair of the appellate hearing panel, the timeline under the appeal process may be extended.

~~e.f.~~ If the appeal results in a grade change, the grade change form should be completed by the faculty member and signed by the respective chairperson and/or dean within three (3) university working days. If the faculty member, chairperson, and/or dean refuses to sign the grade change form, then the provost will do so.

J. Sanctions. Sanctions for violations of the academic integrity policy may include, but are limited to, the following:

- a. Issuing an official warning.
- b. Lowering the grade on the exam, paper, ~~or~~ assignment, or discussion post in question.
- c. Lowering the final grade for the course.
- d. Requesting additional action from the academic integrity hearing panel grievance subcommittee ~~from the academic grievance subcommittee~~, including removal from a course, removal from an academic program, university suspension, or expulsion.
- e. Other sanctions as deemed appropriate by the faculty member or outlined in the course syllabus. The faculty member may consult with the judicial chair, the office of community standards and student conduct, chairperson or dean regarding appropriate sanctions.

K. Role of the student conduct administrator (SCA). The student conduct administrator, or designee, has the following responsibilities with regards regard to all cases involving alleged violations of the academic integrity policy.

- a. To create/maintain a student conduct file containing the completed academic integrity form and supporting documents.

- b. To expunge all records as outlined in this policy.
- c. In cases where the academic integrity form is completed by all parties, they will acknowledge receipt of this form by emailing the student, faculty member, chairperson, and dean with a letter that details the resolution of the case.
- d. In cases where the student has already been found responsible for a previous academic integrity violation, any additional violation will result in the case(s) being noted and a review communication forwarded to the office of academic affairs of all cases by the office of community standards and student conduct for possible additional charges and sanctioning.