

**WALLA WALLA COMMUNITY COLLEGE
ACADEMIC INTEGRITY
ADMINISTRATIVE PROCEDURE 6260**

I. RULES APPLICABLE TO ALL PROCEEDINGS

The college adopts these procedures to ensure that decisions by the college's faculty are made conscientiously and with careful deliberation and to ensure students understand the basis for a sanction and have the opportunity to respond to and appeal academic decisions that affect them. The timelines set forth may be modified by written agreement of the parties. A meeting can be conducted in person or by video conference.

- A. For purposes of these procedures, a "business day" means a weekday, excluding college holidays.
- B. Determinations of a violation of the Academic Integrity Policy shall be established under the preponderance of the evidence standard, i.e., whether it is more likely than not that the student engaged in conduct that violated the policy.
- C. On the occasion that the dean is the faculty of record reporting a violation of the Academic Integrity Policy, the Academic Conduct Appeals Panel will assess the violation.
- D. The imposition of sanctions is subject to review under the arbitrary and capricious standard, i.e., whether the sanction was imposed on unreasonable grounds or without proper consideration of the circumstances.

II. PROCEDURE

A. Academic Standards

1. Academic standards shall be established by the dean responsible for each program of study, subject to approval by the College's Vice President of Instruction (VPI).
2. Academic standards particular to a specific course shall be established by the course instructor and shall be set forth in a course syllabus, subject to approval by the dean having responsibility for the degree or certificate program under which the course is offered.
3. Each instructor shall provide their students with a copy of a course syllabus. The course syllabus shall include at a minimum:
 - a. The instructor's expectations and requirements regarding class attendance and performance, including grading policy;
 - b. Class hours, instructor's contact information, and office hours;
 - c. Books and other required materials;
 - d. Procedures for testing and evaluating student work; and
 - e. A statement indicating that students will be held accountable to the Academic Integrity Policy and include a link to the policy.
4. Grades are awarded based on the instructor's assessment of a student's performance. The instructor's assessment of a student's performance and level of academic integrity shall not be arbitrary, capricious, or biased.

III. SANCTIONS FOR VIOLATIONS OF ACADEMIC INTEGRITY POLICY

- A. Sanctions may be warranted when a student engages in conduct that is inconsistent with academic integrity or the academic standards established for a certificate or degree program, or an individual course. Sanctions will be considered and issued on a case-by-case basis. Imposition of sanctions does not prevent a referral to the college's Student Conduct Officer for proceedings under the Student Code of Conduct, or referral to the Title IX/EEO officer.

Sanctions for violations of academic integrity policies are divided into two categories - terminal and non-terminal sanctions.

1. Non-terminal sanctions may include:
 - a. Written warning
 - b. Writing assignment - completion of a writing assignment, such as a reflective essay on a topic assigned by the instructor
 - c. Reduced grade for the assignment or test
 - d. Failing the assignment or test
 - e. Program probation
2. Terminal sanctions may include:
 - a. Class dismissal
 - b. Program suspension
 - c. Program dismissal

IV. PROCEDURES FOR ALLEGED VIOLATIONS OF ACADEMIC INTEGRITY

- A. If an instructor suspects that a student has engaged in prohibited conduct violating academic integrity policies, the instructor shall meet with the student to discuss the allegation(s) within five (5) business days of the date the instructor first becomes aware of the alleged misconduct.
- B. At least three (3) business days before the meeting, the instructor shall provide the student with written notice of the meeting and the allegation(s). The written notice shall:
 1. State the time, date and location of the meeting;
 2. Describe the conduct at issue;
 3. State the proposed sanction(s); and
 4. Inform the student to be prepared at the meeting to explain or deny the conduct identified and to bring and be prepared to share any evidence that refutes, contradicts, rebuts, or explains the allegations.
- C. During the meeting, the instructor will present the student with evidence of the conduct at issue and consider anything the student says and presents in writing, by way of explanation or evidence, and will inform the student of the potential sanction(s).
- D. After hearing from the student and reviewing the evidence known to the instructor, the instructor shall determine, on a more probable than not basis, whether the allegations are:
 1. Unfounded and exonerate the student; or
 2. Founded and issue an appropriate sanction(s) under the circumstances (which may be different than the proposed sanction).
- E. If the instructor determines the allegations are founded, they will complete an Incident Report Form (IRF) and provide a copy of the IRF to the student. Among other things, the IRF will include a description of how a student may appeal the instructor's decision.
 1. If the student agrees with the instructor's findings and sanction(s), the instructor will indicate on the IRF that the parties reached an agreed resolution. The instructor and the student will sign the IRF to confirm the date of the meeting and the student's acknowledgement of the allegation(s), the findings, and acceptance of the sanction(s).
 2. If the student disagrees with the instructor's findings and/or sanction(s), the instructor will indicate on the IRF that the student disagrees with the findings and/or the sanctions. The instructor and the student will both sign the IRF to confirm the date the meeting took place. The student should initial the IRF to signify their disagreement with the determination or sanction and to acknowledge receiving notice of their right to appeal.

3. The IRF is valid even if the student declines to sign it, fails to appear, or leaves the meeting before it is completed.
- F. After the meeting, the instructor will forward the IRF to the appropriate dean. If the student does not file an appeal with the dean via the appeal process outlined in this policy/procedure within three (3) business days of the date the IRF is completed, the dean will forward the IRF, indicating NO APPEAL RECEIVED, to the VPI Office, at which point the findings and sanction shall be final.

V. PROCEDURES FOR APPEALING NON-TERMINAL AND TERMINAL SANCTIONS TO THE DEAN

- A. To appeal the Instructor's determination on a sanction(s), the student must request a meeting with the dean within three (3) business days of their meeting with the instructor to discuss the issue and seek resolutions. The request must be in writing and include:
1. A brief written statement of the student's position;
 2. Be accompanied by any evidence that refutes, contradicts, rebuts, or explains the conduct identified by the instructor; and
 3. State the remedy or resolution the student seeks.
- B. The dean must schedule the meeting to take place within five (5) business days of the student's appeal and request for a meeting. At least three (3) business days prior to the meeting, the dean will provide the student with written notice of the meeting. The written notice shall:
1. State the time, date and location of the meeting;
 2. Describe the conduct at issue;
 3. State the proposed sanction(s); and
 4. Inform the student that they should be prepared at the meeting to provide evidence that refutes, contradicts, rebuts, or explains the conduct identified by the instructor.
- C. Prior to the meeting, the dean shall review the IRF's provided by the instructor and may require the instructor to provide their evidence of the conduct at issue and their rationale for the sanction(s).
- D. At the meeting, after hearing from the student, the dean shall review the evidence presented and, on a more probable than not basis, determine that:
1. The allegations are unfounded and exonerate the student; or
 2. The allegations are founded and affirm the sanction(s); or
 3. The allegations are founded and impose a different sanction(s).
- E. If the dean determines the allegations are founded on a more than likely than not basis and:
1. If the student agrees with the dean's findings and sanction(s), the dean and the student will sign the IRF to confirm the date of the meeting, acknowledgement of the allegation(s) and findings, and acceptance of sanction(s).
 2. If the student disagrees with the dean's findings and/or sanction(s),
 - a. For Non-Terminal Sanctions: the dean will inform the student of their right to appeal to Superior Court as the dean's determination shall be the college's final agency decision in the matter. The dean will complete appropriate sections of the IRF that includes the findings and conclusions, and a statement of the student's right to appeal the determination. The dean and the student should both sign the IRF to confirm the date that the meeting took place. The student should initial the IRF to signify their disagreement with the allegation(s) and findings, sanctions and to acknowledge that they have been informed of their right to appeal to Superior Court.
 - b. For Terminal Sanctions: the dean will inform the student of their right to appeal to the Academic Conduct Appeal Panel. The dean will complete appropriate

sections of the IRF that includes the findings and conclusions, and a statement of the student's right to appeal the determination. The dean and the student should both sign the IRF to confirm the date that the meeting took place. The student should initial the IRF to signify their disagreement with the allegation(s) and findings, sanctions and to acknowledge that they have been informed of their right to appeal to Academic Conduct Appeal Panel.

- F. The IRF is valid even if the student declines to sign it, fails to appear, or leaves the meeting before it is completed.
- G. After the meeting, the dean will forward the IRF to the VPI Office with a copy to the chair/director and instructor.

VI. PROCEDURES FOR APPEALING TERMINAL SANCTIONS TO THE ACADEMIC CONDUCT APPEAL PANEL

- A. To initiate an appeal of the imposition of a terminal sanction to the Academic Conduct Appeal Panel, the student must file a written appeal to the VPI requesting a hearing before an Academic Conduct Appeal Panel. The appeal must be filed within three (3) business days of the date of the completed IRF, and should:
 - 1. Include a clear statement of the student's position;
 - 2. Be accompanied by any evidence that refutes, contradicts, rebuts, or explains the conduct identified by the instructor or chair; and
 - 3. State the remedy or resolution the student seeks.
- B. Within five (5) business days of receipt of a student's appeal request, the VPI shall convene an Academic Conduct Appeal Panel and provide the student's appeal and all related records to the panel. The panel shall consist of:
 - 1. One (1) instructor from the program in which the student is enrolled who is appointed by the VPI;
 - 2. One (1) instructor from a different program appointed by the VPI; and
 - 3. The VPI, designated as the panel chair.
 - 4. The Administrative Assistant to the VPI shall serve as the panel meeting recorder.
- C. The panel chair shall schedule the hearing to take place within ten (10) business days of the student's appeal request to the dean. At least five (5) business days prior to the meeting, the panel chair shall provide the student, the complaining instructor or chair and panel members with written notice of the hearing. The written notice shall:
 - 1. State the time, date and location of the hearing;
 - 2. Describe the conduct at issue;
 - 3. State the determination being appealed;
 - 4. Request that the parties provide the panel with any relevant documents in advance of the hearing;
 - 5. Request the student to be prepared at the hearing to explain how the instructor's determination is incorrect, and provide evidence that refutes, contradicts, rebuts, or explains the conduct identified by the instructor;
 - 6. Request that the parties disclose any witnesses to the panel and other party at least three (3) business day prior to the hearing.
- D. At the hearing, the panel will hear testimony from the student, the complaining instructor, examine documentation, and hear testimony from witnesses.
- E. The panel shall then excuse the parties, review the evidence, and deliberate, and render its decision on a more likely than not basis, by majority vote. The panel chair will provide the parties with a written decision within three (3) business days of the hearing. The decision shall include a statement to include:

1. A statement of the findings and conclusions; and
 2. A statement of the student's right to appeal to Superior Court, as any decision made by the panel is the college's final agency decision in the matter.
- F. If the panel exonerates the student, the program and its instructors shall take reasonable measures to allow the student to make up any work and assignments they missed if they were not permitted to attend program classes during the appeal process.

<p>Policy Contact: <u>Vice President of Instruction</u></p> <p>Approved by (Department/Body): <u>Dr. Chad Hickox, President</u></p> <p>Date Originally Approved: <u>May 2, 2022</u></p> <p>Last Reviewed/Revised on: _____</p>
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