



2018-2019 FACULTY SENATE

The second regular meeting of the 2018-2019 Faculty Senate will be held on **Tuesday, October 16, 2018**, at 2:10 in the Mendenhall Student Center Great Room.

FULL AGENDA

[Video live stream \(revised link\)](#)

- I. **Call to Order**
- II. **Approval of Minutes**
[September 11, 2018](#)
- III. **Special Order of the Day**
 - A. Roll Call
 - B. [Announcements](#)
 - C. Cecil Staton, Chancellor
 - D. Ron Mitchelson, Provost and Vice Chancellor for Academic Affairs
[Report on 2018 Freshman Class](#)
 - E. Virginia Hardy, Vice Chancellor for Student Affairs
 - F. Jeff Popke, Chair of the Faculty
[Faculty Results](#) from the [ECU Employee Engagement Survey](#)
 - G. Approval of Fall 2018 Graduation Roster, including Honors College graduates
 - H. Question Period
- IV. **Unfinished Business**
- V. **Report of Graduate Council**

Graduate Council, Ron Preston *For information only*
Graduate Council members discussed a number of important issues, but there were no action items approved at the [September 24, 2018](#) council meeting and the minutes have been posted for your review and comments.

VI. Report of Committees

A. Faculty Grievance Committee, Gregory Lapicki
Overview of 2017-2018 Committee Activities (attachment 1).

B. Committee on Committees, Gregory Lapicki
Election of two Appellate Faculty Grievance Committee members and one Appellate Hearing Committee member (attachment 2).

C. Educational Policies and Planning Committee, Mark Bowler
Curriculum and academic matters contained in the meeting minutes of [October 12, 2018](#) including a request to establish a BS in Entrepreneurship within the Miller School of Entrepreneurship; request to establish a new certificate: Leadership in Organizations within the College of Business; request to discontinue a certificate: Business Foundations within the College of Business; request to change five “strands” to concentrations (re-designation) including: Academically Gifted, Content Pedagogy, Early Childhood, Teacher Leadership in the Elementary School and Teaching English as a Second Language and establish one new concentration entitled Teaching Children in Poverty in the MAEd in Elementary Education within the College of Education; and Academic Program Review responses for the Department of Chemistry and the Brody School of Medicine Office of Research and Graduate Studies: Biomedical Sciences (MS).

D. Admission and Retention Policies Committee, Jay Newhard
Proposed revisions to the *ECU Faculty Manual*, Part VI, Section II. Academic Integrity (attachment 3).

VII. New Business

Faculty Senate Agenda
October 16, 2018
Attachment 1.

FACULTY GRIEVANCE COMMITTEE REPORT
 Overview of 2017-2018 Committee Activities

As stated in the *ECU Faculty Manual*, [Part XII, Section I](#), subsection V. an annual report on grievances is provided to the Faculty Senate at the second meeting of the academic year. Such reports shall protect the confidentiality of the grievance proceedings and parties.

Faculty Grievances from August 31, 2017 – September 1, 2018

Grievance	#1	#2	#3
Faculty Status	Tenured	Tenured	Tenured
Met with Respondent	Yes	Yes	Yes
Petition for Redress	Yes	Yes	
Grievant chose Mediation	No		
Grievant chose Chancellor Review	No	Yes	
Request for Hearing	Yes		
Hearing was held	Yes		
Hearing Panel Report in favor of Grievant	No		
Respondent's adjustments in favor of Grievant	No		
Closed	Yes	Yes	No
Appealed to Chancellor			
Chancellor's Decision in favor of Grievant	No	No	
Appealed to the Board of Trustees			
Board of Trustees Decision in favor of the Grievant			
Number of days from after Step 1 until last completed event	166 days	76 days	In process

**Faculty Senate Agenda
October 16, 2018
Attachment 2.**

COMMITTEE ON COMMITTEES REPORT
Election of two Appellate Faculty Grievance Committee members
and one Appellate Hearing Committee member

2018/2019 FACULTY GRIEVANCE COMMITTEE

Nominees: **Mario Rey, Associate Professor, Music (2019 term)**
Jennifer Gallagher, Assistant Professor, Education (2021 term)

Regular Members	Academic Unit	Faculty Status	Term	College/School	Office Location	Mail #	Office #
Karen Voytecki	Education	Assoc. Professor	2019	Education	Rivers 101NB	504	328-5747
OPEN			2019				
Gopal Krishnan	Engineering & Technology	Assoc. Professor	2021	Engineering & Technology	Science & Tech 114	520	328-9688
OPEN			2021				
Gregory Lapicki	Physics	Professor	2021	Arts & Sciences	Howell E-308	563	328-6894
Alternate Members							
Melissa Nasea	Health Sciences Lib.	Asst. Professor	2019	Health Science Library	Laopus Library 4516-B	612	744-2235
Tom Shields	English	Assoc. Professor	2020	Arts & Sciences	Bate 2134	555	328-6715
Jan Mayo	Academic Library Svcs.	Assoc. Professor	2020	Academic Library Services	Joyner Library 1200	516	328-0293
Dana Espinosa	Kinesiology	Assoc. Professor	2020	Health & Human Perf	Minges 155	559	328-2976
Tracy Donohue	Theatre & Dance	Assoc. Professor	2020	Fine Arts & Communication	Austin 323B	553	328-1194
Ex-Officio Member (without vote)							
Jeff Popke	Chair of the Faculty	Professor	2019	Geography, Planning & Env.	Brewster A-222	557	328-6087

Faculty Senate Agenda
 October 16, 2018
 Attachment 2. (continued)

2018/2019 HEARING COMMITTEE

Nominee: Birgit Jensen, Associate Professor, Foreign Languages and Literatures

Regular Members	Academic Unit	Faculty Status	Term	College/School	Office Location	Mail #	Office #
Lisa Barricella	Academic Library Services	Assoc. Professor	2019	Academic Library Services	Joyner 1201	516	328-0838
Jason Yao	Engineering & Technology	Assoc. Professor	2019	Engineering & Technology	Slay 203	117	737-1029
Elaine Yontz	Education	Professor	2020	Education	Ragsdale 112	172	737-1150
Jay Newhard	Philosophy & Religious Stud.	Assoc. Professor	2020	Arts & Sciences	Brewster A-334	562	328-5331
Runying Chen	Interior Design & Merchandising	Assoc. Professor	2021	Health & Human Performance	Rivers 334 RW	505	328-1329
Alternate Members							
Eric Shouse	Communication	Assoc. Professor	2019	Fine Arts & Communication	Joyner East 124	524	328-0433
Hanna Jubran	Art and Design	Professor	2020	Fine Arts & Communication	Jenkins 127	502	328-1303
Hazel Walker	Academic Library Services	Assoc. Professor	2020	Academic Library Svcs.	Joyner Library 2502	516	328-4994
OPEN			2021				
Ryan Martin	Health Education & Promotion	Assoc. Professor	2021	Health & Human Performance	Belk 3106	529	737-1939

ADMISSION AND RETENTION POLICIES COMMITTEE REPORT

Proposed revisions to the *ECU Faculty Manual*, Part VI, Section II. Academic Integrity

During the course of the 2017-2018 Academic year the University Committee on Academic Integrity reviewed this section of the manual and presented their recommended revisions to Professor John Stiller, Chair of the Faculty who requested the Admission and Retention Policies Committee's review and report to the Faculty Senate.

The following proposed changes are being submitted and are reflected in the full document that follows.

1. Add the following link to the document: [Fostering Academic Integrity in Distance Education](#).
 - a. The Distance Education and Learning Technology Committee had been working on additional information for distance education students. It was suggested that the information be added to the Faculty Manual and a place has been designated for the additional information. (Section II.C.)
2. Add information pertaining to AI violation found when working on final grades.
 - a. Currently there is no specific language that states what to do when a faculty member finds a violation at the end of the semester. The current practice is to give the student an incomplete or "I" for the semester and begin to reach out to the student per the faculty manual procedures. This addition would make that practice part of the process. (Section II.C.1.)
3. Add information pertaining to students in different sections
 - a. This addition will help clear up how to proceed when two students are involved in an academic integrity violation but are in different sections.
 - b. This addition will also assist with how to proceed with a student who took the section during a different semester. (Section II.C.1.)
4. Remove the section regarding a second appeal.
 - a. Currently there are two levels of appeal for students who have violated the AI process. The first level of appeal is to appeal the decision of the faculty which goes to an AI review committee composed of a faculty, student and a member of the Office of Student Rights and Responsibilities. Students are to submit all information to support their reasons to appeal. If the review committee favors the information submitted by the student than it goes to an Academic Integrity Appeal Board. If the review committee favors the information submitted by the faculty then the decision of the faculty stands and an AIAB is denied.
 - b. At this time, students have a right to submit a second appeal with the stipulation that they are to submit new information.
 - c. Historically, students who submit a second appeal do not submit new information. Typically, they just do not like the sanction they are given, and many times will indicate that they did in fact violate the Academic Integrity Process.
 - d. The committee is recommending removing the second appeal. The students will still have a single appeal process therefore they have due process. (Section II.D.2.)

For reference, listed are the number of AI violations, appeals and second appeals for the last few years. The table also shows that of the second appeals no new information was submitted therefore the student was denied a hearing.

Year	AI Violations	AI Appeals	AI second appeals	Second Appeal denied
2014-2015	220	47	5	5
2015-2016	182	19	3	3
2016-2017	151	12	0	0
2017-2018	239	30	2	2

5. Changes to the Student Code of Conduct regarding Student Advisors
 - a. This past year the student code of conduct was changed and now students must request the assistance of a student advisor if they wish to use one.
 - b. Information regarding how to request a student advisor has been added to the faculty manual.
 - c. Due to the code change there is also not a case presenter. This information is now read by the faculty chair as part of the script for the hearing. (Section II.I.)

In addition, the Committee offered minor editorial revisions reflected throughout the document.

The below document includes all proposed revisions and would replace what is currently in the *ECU Faculty Manual*.

(Document tracking all proposed revisions is available [here](#).)

“PART VI - TEACHING AND CURRICULUM REGULATIONS, PROCEDURES AND ACADEMIC PROGRAM DEVELOPMENT
SECTION II

Academic Integrity

CONTENTS

- I. Principle of Academic Integrity.
- II. Purpose and Scope
 - a. Definition of Academic Integrity Violations
 - b. University-Wide Responsibility to Report Academic Integrity Violations
 - c. Procedures for Responding to a Suspected Academic Integrity Violation
 - d. Appeals of Decisions Reached by the faculty Member
 - e. University Committee on Academic Integrity (UCAI)
 - f. Academic Integrity Board (AIB)
 - g. Academic Integrity Appeal Board (AIAB)
 - h. Bias
 - i. Procedures for the AIB and the AIAB
 - j. Appeals of Decisions Reached by the Academic Integrity Board and the Academic Integrity Appeal Board
 - k. Annual Reports

I. Principle of Academic Integrity

Academic integrity is a cornerstone value of the intellectual community at East Carolina University. Academic integrity is required for students to derive optimal benefit from their educational experience and their pursuit of knowledge. Violating the principle of academic integrity damages the reputation of the university and undermines its educational mission. Without the assurance of integrity in academic work, including research, degrees from the university lose value, and the world beyond campus (graduate schools, employers, colleagues, neighbors, etc.) learns that it cannot trust credits or a diploma earned at ECU. For these reasons, academic integrity is demanded of every ECU student. Maintaining the academic integrity of ECU is the responsibility of all members of the academic community. Faculty should ensure that submitted work accurately reflects the abilities of the individual student. Toward this end, faculty should—through both example and explicit instruction—instill in students a desire to maintain the university's standards of academic integrity and provide students with strategies that they can use to avoid intentional or accidental violation of the academic integrity policy.

II. Purpose and Scope

This document sets forth procedures to be followed for suspected academic integrity violations at ECU. It also details possible penalties for violations. Additional penalties may be established by academic departments, programs, colleges, and schools. Any such additional penalties must be established democratically by the faculty in a means compatible with school or college policies and/or unit codes. In addition to the penalties outlined below, individual units may have additional ethical and behavioral expectations of their students, particularly at the graduate level, including expectations for the conduct of research, and may take corrective action according to their regulations or rules. ECU's policy on research misconduct, as elaborated by the Division of Research and Graduate Studies (<http://www.ecu.edu/cs-acad/rgs/Research-Policies.cfm>), is necessary to ensure university compliance with this UNC system policy as well as with state and federal laws. All faculty, staff, and students should be familiar with it. The procedures for reporting, investigating, and determining penalties in cases of academic integrity violations shall not supersede procedures for reporting, investigating, and determining penalties for research misconduct.

A. Definitions of academic integrity violations

An academic integrity violation is defined as any activity that exhibits dishonesty in the educational process or that compromises the academic honor of the university. Examples of academic integrity violations include, but are not limited to, the following:

Cheating - Unauthorized aid or assistance or the giving or receiving of unfair advantage on any form of academic work. Examples of cheating include, but are not limited to: copying from another student's paper or receiving unauthorized assistance during a quiz or examination; using books, notes, or other devices when these are not authorized; improperly obtaining tests or examinations; collaborating on academic work without authorization and/or without truthful disclosure of the extent of that collaboration; allowing or directing a substitute to take an examination.

Plagiarism - Copying the language, structure, ideas, and/or thoughts of another and adopting the same as one's own original work. Examples of plagiarism include, but are not limited to: submitting a paper that has been purchased or downloaded from an essay-writing service; directly quoting, word for word, from any source, including online sources, without indicating that the material comes directly from that source; omitting a citation to a source when paraphrasing or summarizing another's work; submitting a paper written by another person as one's own work.

Falsification/Fabrication - The statement of any untruth, either spoken or written, regarding any circumstances related to academic work. This includes any untrue statements made with regard to a suspected academic integrity violation. Examples of falsification/fabrication include, but are not limited to: making up data, research results, experimental procedures, internship or practicum experiences, or otherwise claiming academic-related experience that one has not actually had; inventing or submitting deceptive citations for the sources of one's information; submitting a false excuse for an absence from class or other academic obligation.

Multiple submission - The submission of substantial portions of the same academic work for credit more than once without authorization from the faculty member who receives the later submission. Examples of multiple submission include, but are not limited to: submitting the same essay for credit in two courses without first receiving written permission; making minor revisions to an assignment that has already received credit in a course and submitting it in another class as if it were new work.

Violation assistance - Knowingly helping or attempting to help someone else in an act that constitutes an academic integrity violation. Examples of violation assistance include, but are not limited to: knowingly allowing another to copy answers during an examination or quiz; distributing test questions or examination materials without permission from the faculty member teaching the course; writing an essay, or substantial portions thereof, for another student to submit as his or her own work; taking an examination or test for another student; distributing information involving clinical simulation and skills assessments.

Violation attempts - Attempting any act that, if completed, would constitute an academic integrity violation as defined herein. In other words, it does not matter if a student succeeds in carrying out any of the above violations—the fact that a violation was attempted is itself a violation of academic integrity.

In addition, specialized definitions of some terms as they apply to research are defined in the University of North Carolina Policy on Research Conduct. For example, this Policy defines research misconduct as “fabrication, falsification, or plagiarism in proposing, performing, or reviewing research, or in reporting the results.” Further,

- Fabrication is making up data or results and recording or reporting them.
- Falsification is manipulating research materials, equipment, or processes, or changing or omitting data or results such that the research is not accurately represented in the research record. The research record is the record of data or results that embody the facts resulting from the research inquiry and includes, but is not limited to research proposals, laboratory records; both physical and electronic, progress reports, abstracts, theses, oral presentations, internal reports, books, dissertations, and journal articles.
- Plagiarism is the appropriation of another person's ideas, processes, results, or words without giving appropriate credit.
- Research misconduct does not include honest error or differences of opinion. B. University-wide responsibility to report academic integrity violations because academic integrity violations are unfair to honest students and because they damage the reputation of the entire university, ignoring academically dishonest behavior is almost as problematic as actively participating in a violation.

1. Faculty Member Responsibility

If a faculty member suspects that a student has violated the academic integrity policy in a manner severe enough to merit a grade reduction or other substantial academic penalty, he or she should, as a matter of academic duty, follow the procedures outlined below, making sure that the Office of Student Rights and Responsibilities (OSRR) is aware of students who might be endangering the integrity of the university. Faculty are strongly encouraged to include a statement regarding this policy in their syllabi because it puts students on notice of the faculty member's policy and alerts students to the importance of academic integrity to the ECU community. Sample policy language is available from the OSRR.

In some instances, a faculty member may deem it best to approach a potential matter involving academic dishonesty as a learning opportunity. In such cases, a faculty member may require that a student complete additional work to help them better understand the severe nature of academic dishonesty and to learn ways of avoiding future infractions. If at any point, however, the faculty member determines that a grade reduction or other substantial academic penalty is merited, either as a result of the initial infraction or as a result of a student not sufficiently completing the additional work agreed to, she or he must follow the process outlined below, including reporting the situation to the OSRR for its review and handling.

2. Student Responsibility

Students are expected to promote academic integrity in the ECU community, both by upholding it in their own work and by taking the responsibility to report any suspected violations. A student knowing of circumstances in which an academic integrity violation may have occurred or is likely to occur should bring this knowledge to the attention of a faculty member or the OSRR.

3. University Community Member Responsibility

All other university community members are expected to promote academic integrity in the ECU community, both by upholding it in their own work and by taking the responsibility to report any suspected violations. A university community member knowing of circumstances in which an academic integrity violation may have occurred or is likely to occur should bring this knowledge to the attention of a faculty member or the OSRR.

4. OSRR Responsibility

When a suspected violation is reported to the OSRR, the office will, if applicable, first discuss the suspected violation with the faculty member(s) in charge of the course(s) involved. The OSRR, in consultation with the faculty member(s), will follow the procedures outlined in this policy.

C. Procedures for responding to a suspected academic integrity violation

These procedures apply to all students. If face-to-face meetings are not possible, alternative arrangements will be made as appropriate. Procedural guidelines for working with distance education students on issues of academic integrity are available from the OSRR.

For additional information on distance education please reference: [Fostering Academic Integrity in Distance Education](#).

For undergraduate students, if a suspected academic integrity violation occurs outside of a specific course, the case will be referred directly to the University Committee on Academic Integrity for an Academic Integrity Board hearing (see "University Committee on Academic Integrity" below).

For graduate students, if a suspected academic integrity violation occurs outside of a specific course, the case will be referred to the student's faculty advisor who will serve in the role of the faculty

member in the steps that follow. In the event that no faculty advisor can be identified, the graduate program director will serve in the role of the faculty member in the process outlined below.

In the case of a suspected violation reported directly to OSRR for which an instructor of record can be identified, that office will first consult with the faculty member(s) in charge of the course(s) affected. The faculty member will determine if he or she wishes to pursue an academic penalty for the student in her or his course. Following this consultation, if the suspected violation involves multiple students, the OSRR may decide to pursue additional academic penalties outside of that course by taking the case to the University Committee on Academic Integrity for an Academic Integrity Board (AIB) hearing. (See below.)

In the procedures outlined below, “faculty member” refers to the faculty member in charge of the course, or, in cases in which the suspected academic integrity violation occurs outside of a specific course at the graduate level, to the student’s faculty advisor or graduate program director.

Except where calendar day is specified, the word “day” in these procedures means any day except Saturday, Sunday, or an institutional holiday. In computing any period of time, the day on which notice is received is not counted, but the last day of the period being computed is counted.

Under documented, exceptional circumstances (e.g., the instructor of the course or the student involved will be traveling or otherwise unavailable for an extended period of time at some point during the steps described below), reasonable adjustments may be made to the stipulated deadlines as needed.

1. Faculty member notifies student in writing of suspected violation and requests a meeting. When a faculty member believes an academic integrity violation has occurred in her or his class, the faculty member must request--in writing and sent by some method with evidence of dispatch (e.g., email from the faculty member’s official ECU email account to the student’s official ECU email account; hand-delivered letter accompanied by a brief form that the student signs to indicate the note was delivered; receipt-request postal mail)--that the student meet with him or her to discuss the suspected violation. This written notice must be sent to the student(s) involved within 7 calendar days of the time the suspected violation comes to the attention of the faculty member.

In the event that the violation is discovered or the notification sent during a time when classes are not being held, the 7 calendar days will be counted starting with the next day classes are held.

*Note that a student may not withdraw from a course while a suspected academic integrity violation is being investigated.

If a faculty member finds an AI violation at the end of the semester and the student has already attended the last scheduled class session and final, the faculty member should mark a grade of “I” for incomplete until they can meet with the student. The faculty member should also follow the steps below and notify the student in writing of a suspected violation.

If a faculty member finds a suspected violation where the currently enrolled student has used the work of a student in either a different section or taken a class at a different time, the faculty member should begin the AI process for the student enrolled in their class. If the other student involved is enrolled in another section, and another faculty member is teaching that section, the faculty member who found the initial violation should contact the faculty member on record and they should begin the AI process. If the student took the class during a different semester than the faculty member who found the violation, faculty should submit the information to OSRR and the student will be referred to

the University Committee on Academic Integrity for an Academic Integrity Board hearing.

In the event that a faculty member discovers a suspected violation at a time immediately after which he or she will no longer be under contract with the university, the instructor should refer the case, including all evidence related to the suspected violation, to the University Committee on Academic Integrity for an Academic Integrity Board hearing. The AIB will review the evidence submitted (i.e. syllabus, any AI statement signed by the student, document such as the paper and SafeAssign or other software used for find a suspected violation, etc.) through its normal hearing procedures and impose an appropriate academic penalty if a violation is found.

In all cases, a faculty member should not penalize the student's grade or impose any other substantial academic penalty unless and until it is determined, following the procedures below, that a violation has occurred.

2. Student responds to notification.

a. Upon delivery of the written notification from the faculty member, the student has 7 calendar days to contact the faculty member and schedule a meeting day and time. If the student fails to respond to faculty notification within 7 calendar days, the student will forfeit the opportunity to present his or her understanding of the situation to the faculty member.

b. In the event that the student fails to respond, the faculty member may find the student responsible for the violation and may impose sanctions as outlined below. In this case, the faculty member will complete an Academic Integrity Violation Form (AIV form) and submit it to the OSRR within 18 calendar days of the date on which the notice of a suspected violation was sent to the student. The OSRR will notify the student, in writing, of the faculty member's decision and penalty within 7 calendar days of receiving the AIV form.

In the event that the student involved in the violation is a graduate student or is in a degree program that has additional penalties for or policies regarding academic integrity violations, the OSRR will also submit a copy of the AIV form to the appropriate program administrator.

The AIV form will be kept for 8 years in the OSRR, unless the student has been suspended or expelled, in which case the disciplinary record is kept permanently.

3. Initial meeting occurs.

a. Scheduling - The initial meeting between the faculty member and the student suspected of an academic integrity violation should be held within 18 calendar days of the time that the suspected violation has come to the faculty member's attention.

b. Nonparticipating observer(s) - The student and the faculty member may each have a nonparticipating observer at the initial meeting. The faculty member's nonparticipating observer should be another faculty member from the department. The chair of the department should be notified of the meeting. The student may select a faculty member or student who is not involved in the suspected violation. The observer(s) is/are to watch the procedures impartially and take careful notes for reference in the event of an appeal of the faculty member's decision. (See Appeals of Decisions, below.)

c. Meeting procedures - At the meeting, the faculty member shall explain the reasons for his or her suspicion of an academic integrity violation. The student shall be given the opportunity to respond and to explain any circumstances that he or she believes the faculty member needs to consider with

regard to the situation.

4. Faculty member determines outcomes of the initial meeting. - One of the following outcomes of the initial meeting will be communicated to the student within 10 calendar days of the meeting:

a. No violation found—no penalty. If the faculty member believes that no violation occurred, he or she will impose no penalty. He or she will notify the student in writing of this decision, and no AIV form will be submitted to the OSRR.

b. Violation found—academic penalty assigned by faculty member. If the faculty member believes there has been a violation, he or she will assign an appropriate academic penalty, including, for instance, reducing the grade on the assignment or reducing the course grade. The faculty member's penalty can be as severe as failure for the course and a grade of "XF" recorded on the student's transcript to indicate that failure in the course was the result of an academic integrity violation. The "X" designation must remain on the student's transcript for at least one year and will be removed from the official transcript after one year only if the student has completed the academic integrity training module and obtained the approval of the Director of the OSRR. The approval of the Director of the OSRR must be obtained through the submission of a formal written request for removal of the "X" designation. Courses in which a student receives a grade of "XF" are not eligible for grade replacement even if the "X" is removed from the official transcript with the approval of the Director of the OSRR. In all cases, courses for which a student receives an "XF" will be factored into the student's GPA, even if the "X" is removed from the official transcript and the course is retaken.

If the faculty member imposes an academic penalty, he or she should complete an Academic Integrity Violation Form (AIV form, available from the OSRR). The completed AIV form will be submitted by the faculty member to the OSRR within 10 calendar days after the initial meeting. The OSRR will notify the student, in writing, of the faculty member's decision and penalty within 7 calendar days of receiving the AIV form. In the event that the student involved in the violation is a graduate student or is in a degree program that has additional penalties for or policies regarding academic integrity violations, the OSRR will also submit a copy of the AIV form to the appropriate program administrator. The AIV form will be kept for 8 years in the OSRR, unless the student has been suspended or expelled, in which case the disciplinary record is kept permanently.

c. Violation found—severe enough for referral to University Committee on Academic Integrity (UCAI, see below) for an Academic Integrity Board (AIB) hearing. If the faculty member believes that a failing grade in the course alone is inadequate disciplinary action given the severity of the violation, he or she may recommend to the OSRR that the case be forwarded to the UCAI to pursue further action. (See below.) The OSRR will inform the student of the referral to the UCAI within 7 calendar days of receiving the faculty member's recommendation. Note that the role of the AIB hearing in this case is not to review the faculty member's assignment of an academic penalty but to determine if additional sanctions should be assigned.

Students with repeated violations - If, upon receiving an AIV form from a faculty member, the OSRR discovers that the student has prior academic integrity violations in her or his file, the case will be referred to the UCAI for an AIB hearing to consider more severe academic penalties. If a student is suspended or expelled as a result of an academic integrity violation, a record of the penalty will be kept permanently in the student's file.

Violations involving multiple students - The OSRR will receive all reports of violations involving multiple students (for example, paper mills or cheating rings). Faculty members, students, and community members should, in all cases, report suspected violations involving multiple students to

the OSRR. In the event that the OSRR receives credible reports of multi-student violations, that office reserves the right to refer the case to the University Committee on Academic Integrity for an AIB hearing.

D. Appeals of Decisions Reached by the Faculty Member

1. Conditions for Appeal

If a faculty member imposes a grade penalty or other substantial academic penalty for a first violation of the academic integrity policy, the student may only appeal the decision to the Academic Integrity Appeal Board (AIAB, see below) if one of the following applies:

- The student believes that the faculty member has not sufficiently supported her or his decision based on the materials discussed during the initial meeting.
- The student believes that the penalty is not appropriate for the violation and/or is in conflict with course policies as stated in the syllabus. Note that if specific penalties are indicated in the course syllabus, it is expected that students who have violated the academic integrity policy will be held to those penalties. A student may appeal a faculty member's imposition of a penalty even if the faculty member has not properly followed the steps outlined above. In such a case, the faculty member should, upon receiving notice that a student has appealed an academic penalty imposed as a result an academic integrity violation, fill out the AIV form indicating the violation and the academic penalty imposed, submit the form to the OSRR, and participate in the appeal process as outlined below.

2. Process for Appeals

Students wishing to appeal a faculty member's imposition of a penalty for an academic integrity violation must complete the "Academic Integrity Violation Appeal Form," available from the OSRR. Upon receipt of the completed appeal form, a three-member panel, consisting of one administrator from the OSRR, and one trained student and one trained faculty member from the University Committee on Academic Integrity (UCAI, see below) will review the appeal request to determine if it is appropriate to forward it to the Academic Integrity Appeal Board (AIAB, see below). The student and faculty member participating in this panel will not be eligible to participate in any subsequent hearing of the AIAB. If the three-member panel determines that there is no clear basis for appeal in the student's request, it will report this finding to the student.

3. Time Limit on Appeals

A student wishing to appeal an academic integrity penalty must submit the "Academic Integrity Violation Appeal Form" to the OSRR within 7 calendar days after receiving notification of the decision made by the faculty member. Failure to do so will result in the faculty member's initial academic penalty being final, and no further appeal will be possible.

E. University Committee on Academic Integrity (UCAI) Composition/Membership

1. Faculty members - Sixteen faculty members, at least six of whom should have graduate faculty status, elected for three-year staggered terms by the Faculty Senate.

2. Student members – Sixteen students, at least six of whom should be graduate students, elected by and among the members of the Student Conduct Board. These students shall serve for a year and may be reelected for one additional year. The Director of the OSRR, or designee, shall serve as administrative officer of the committee, but shall not participate in hearings.

F. Academic Integrity Board (AIB)

When a case is referred directly to the UCAI (for example, in the case of repeat violations, multi-student violations, or suspected violations at the undergraduate level that occur outside of a specific course), a panel of five UCAI members—three faculty members and two students—will be selected to serve as the AIB for the case. If the case involves possible violations by a graduate student, every attempt should be made to ensure that all three faculty members on the board have graduate faculty status; however, in all cases, at least two of the three faculty members must have graduate faculty status. In cases involving possible violations by graduate students, the student members of the board must be graduate students. The AIB is charged with determining whether a student has violated this policy and, if appropriate, assigning sanctions. The AIB will select a chair from among its faculty membership. All members of the AIB may vote on the selection of a chair.

G. Academic Integrity Appeal Board (AIAB)

In the case of appeals of decisions made by a faculty member or by the AIB, a panel of five UCAI members—three faculty members and two students—will be selected to serve as the AIAB. In the case of appeals to decisions reached by the AIB, the UCAI members hearing the appeal should not have ruled on the initial case. If the appeal involves possible violations by a graduate student, every attempt should be made to ensure that all three faculty members on the appeal board have graduate faculty status, but in all cases at least two of the three faculty members must have graduate faculty status. In cases involving possible violations by graduate students, the student members of the appeal board must be graduate students. The AIAB will select a chair from among its faculty membership. All members of the AIAB may vote on the selection of a chair.

H. Bias

Individuals coming before either the AIB or the AIAB may challenge the participation of any panel member due to her/his previous knowledge, experience, belief, or emotion that would influence decision-making either positively or negatively. The challenging party will be asked to provide specific reasons for the challenge. The Chair of the UCAI along with the Director of the OSRR, or designee, will determine whether the identified panel member should be removed. If the removal of a panel member results in less than five panel members being able to serve, parties will be given the option to continue with the existing panel or to reschedule the hearing for review by a full panel.

I. Procedures for the AIB and the AIAB The Director of the OSRR, or designee, will notify the parties involved of a meeting of the AIB or the AIAB (whichever board is appropriate) within 10 calendar days of receiving an appeal that has been forwarded by the three-member appeal review panel or notice of a case that requires an AIB hearing. The faculty member (if appropriate), the student, witnesses, Student Advisors, and the Student Case Presenter (see below) shall be provided not less than 10 calendar days' notification of the date, time, and place of the meeting. Appropriate waivers of the Family Educational Rights and Privacy Act (FERPA) must be obtained prior to any hearing. If a grade for the student in the course must be submitted, the faculty member shall record a grade of incomplete, pending a decision by the board.

Those who may be present at a hearing include:

- The student accused of the suspected violation. If a student would like to request the assistance of a Student Advisor he/she may contact OSRR for assistance.

https://cm.maxient.com/reportingform.php?EastCarolinaUniv&layout_id=25

- The faculty member on record. If the faculty member would like to request the assistance of a Student Advisor he/she may contact OSRR for assistance.

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- The faculty chair, who will give an extensive and detailed summary of the case and present materials relevant to the case.
- The Director of the OSRR or designee (nonparticipating)
- Witnesses for the faculty member or student
- Any other person called by the chair

Attorneys are not permitted to participate unless the student is facing pending criminal charges stemming from the incident in question. In such situations, the attorney may only advise her/his client. The attorney is not permitted to ask questions or present information. The student will assume all responsibility for attorney fees.

Should the student or the faculty member (if appropriate) fail to appear without prior approval of the administrative officer, the AIB or AIAB will proceed with an absentia hearing.

Detailed procedures for AIB and AIAB hearings are available from the Office of Student Rights and Responsibilities.

A majority of the appropriate board will decide the issue. The chair will vote only in the case of a tie.

The Director of the OSRR, or designee, will serve as administrative officer and is responsible for maintaining accurate and complete records of the proceedings.

The Director of the OSRR, or designee, will notify each party in writing, through our online database (currently Maxient) of the decision of the board within 10 calendar days after the conclusion of the hearing.

In the event the student involved in the violation is a graduate student or is in a degree program that has additional penalties for or policies regarding academic integrity violations, the OSRR will also submit a copy of the AIV form to the appropriate program administrator.

Possible Actions by the AIB and AIAB

1. Determination that the evidence is insufficient to sustain the charge or charges. In the case of an appeal of a decision reached by a faculty member, the academic penalty imposed by the faculty member will be removed. When this action is taken, in order to protect both the student and the faculty member, continuation in the class(es) and other related issues must be resolved by the unit administrator in consultation with the student and the faculty member. If the department chair is involved in the case, the dean will resolve any issues.

In the event that the faculty member or student wishes to appeal the unit administrator's decision, final authority rests with the dean. Any special arrangements for continuation in the course (e.g., switching the student into another section of the course for the remainder of the semester, arrangements for outside assessment/grading of student work, etc.) must be agreed to in writing and kept by the dean, unit administrator, and student for 8 years.

2. Determination that the evidence is sufficient to support the charge or charges. The board's actions may include, but are not limited to, one or more of the following:

- a. Sustain, following a student appeal, the academic penalty imposed by the faculty member or the AIB.
 - b. Issue, following a student appeal, a revised academic penalty if the initial penalty is deemed too severe for the violation. This action may only be taken in cases in which specific penalties for specific violations are not clearly stated in the course syllabus. In all cases in which there is sufficient evidence to support the charges and the specific penalties for violations are clearly stated in the course syllabus, those penalties will be upheld.
 - c. Recommend, in cases where a suspected violation has been directly referred to the AIB, that the instructor of record assign a failing grade for the course or assignment.
 - d. Recommend that the Provost, in accordance with policies and procedures of the UNC policy manual, impose disciplinary suspension from the University for a designated period of time.
 - e. Recommend that the Chancellor, in accordance with policies and procedures of the UNC policy manual, impose expulsion from the University. The academic transcript records the expulsion permanently.
 - f. Recommend to appropriate offices or units that a degree be revoked should a violation be discovered after graduation.
 - g. Recommend to appropriate offices or units that the student be removed from employment as a graduate assistant.
 - h. Recommend to the Dean of the Graduate School that the student be dismissed from his or her graduate program.
 - i. Recommend to appropriate offices or units that the student be required to attend a period of counseling with a member of the university staff or a counseling professional of the student's choice and at the student's expense. It will be the responsibility of the student to provide evidence to the OSRR of having fulfilled this requirement.
 - j. Recommend to appropriate offices or units that the student be prohibited from officially representing the university in any capacity (as a member of an athletic team, as a member of a campus organization or group, etc.).
 - k. Assign, and ensure the completion of, an educational task.
- l. Appeals of decisions reached by the Academic Integrity Board and Academic Integrity Appeal Board

The student may appeal an original decision of AIB to the AIAB following the "Process for Appeals" explained above. With the exception of cases in which a student is being expelled from the university, the decisions of the AIAB are final, and no other avenues of appeal may be pursued. If the student is being expelled from the university, s/he has a right to appeal the decision to the Chancellor, the East Carolina University Board of Trustees, and finally to the University of North Carolina Board of Governors.

K. Annual Reports

At the end of each academic year, the University Committee on Academic Integrity shall prepare a report that summarizes its work. This annual report shall be submitted early in the fall semester to the Faculty Senate, the Student Government Association (SGA), and the Academic Council.

Approved:

Faculty Senate Resolution #83-26, April 1983
East Carolina University Chancellor

Amended:

FS Resolution #83-30 thru #83-34, April 1983 Chancellor
FS Resolution #84-42, January 1985 Chancellor
FS Resolution #87-16, October 1987 Chancellor
FS Resolution #11-36, June 2011 Chancellor”