

Academic Integrity Board



WHO: Volunteer student board members needed

WHAT: Gain experience in upholding DePaul University's academic integrity policy as a voting member of the Academic Integrity Board.

WHEN: Fridays during Autumn, Winter, Spring Quarters
(9:30 a.m. – 12:30 p.m. or 1:30 p.m. – 4:30 p.m.)

Time commitment per Academic Year:

- Based on your availability
- 1 - 3 hearing panels (2-3 hours per panel; review 1-3 cases; sent one week prior to hearing date)

WHERE: Zoom conference

PROCESS: Each hearing panel consists of three faculty and two student board members

- Introductions
- Opening statements by student and Instructor
- Q & A
- Closing statements by student and Instructor
- Board deliberations

Contact:

The Sr. Administrative Assistant
Academic Affairs | Academic Integrity
academicintegrity@depaul.edu

Academic Integrity at DePaul

Role of Student Board Members

DePaul's Academic Integrity Board reviews accusations of academic misconduct. The board will hold hearings each quarter to review those accusations that a student has appealed; involve multiple violations, or cases in which the circumstances of the violation warrant a hearing with the board.

Participation on the Student Academic Integrity Board includes participation on a hearing panel at least twice an academic year. As a hearing panelist you will be required to review case materials, participate in the question and answer portion of the hearing, deliberate the case with other panelists and vote on the outcome. It is your responsibility to be familiar with the Academic Integrity policy and the procedures outlined below. As a member of the panel, part of your job is to ensure that the policy is followed.

All proceedings of the hearing panel are to be held in the strictest confidence. You may not discuss the cases outside of the hearing.

Each quarter we hold several hearing sessions. Each session typically lasts about 3- 4 hours. Generally hearings are held during weeks 3 - 10 of the quarter.

Before participating on a hearing panel you will need to complete the following tasks:

- Read this document
- Observe at least one hearing
- Read the Academic Integrity Policy

TIPS for AIB student members

- Familiarize yourself with the hearing packets you receive via email. Read them carefully. Note what type of case you are attending (appeal vs. mandatory multiple, etc.)
- Brainstorm and consider what questions you might like to ask the student or faculty member in order to help you make a more informed decision.
- Immediately contact the Administrative Assistant (academicintegrity@depaul.edu) or the Convener if you know any of the students you are assigned to review. It is important to remove any possible bias before entering the hearing.
- Do not discuss the case with anyone. If you have question or comments, or would simply like to bounce ideas off of someone, please refrain. You will be able to address these concerns with fellow AIB student members and presiding faculty members at the hearing.

Academic Integrity Resources

In addition to this document the following resources, staff, and board members are available to answer questions about Academic Integrity at DePaul

Academic Integrity website: [Academic Integrity at DePaul](#)

Academic Integrity Policy: [Academic Integrity at DePaul](#)

Administrative Assistant for Academic Integrity: academicintegrity@depaul.edu

For assistance with: Academic Integrity procedures, documentation, scheduling, using Academic Integrity on Campus Connect

Academic Integrity Board Co-Chair(s): Dr. Evelyn Lulis, evelyn@cdm.depaul.edu, Associate Professor I Artificial Intelligence, School of Computing, CDM & William Gilliland, WGILLILA@depaul.edu, Associate Professor of Biological Sciences I College of Science and Health

For assistance with: Interpretation of the Academic Integrity Policy, sanctioning guidelines

Associate Provost for Academic & Faculty Affairs: Dr. Robert Karpinski, rkarpins@depaul.edu, Associate VP for External Initiatives and Academic Integrity

For assistance with: All of the above

Supporting documentation

At least one week before the hearing takes place the Administrative Assistant for Academic Integrity will send you supporting documentation for each case. Supporting documentation may include a copy of a student's paper, a TurnItIn report, a webpage that was plagiarized, etc.

You will need to review the documentation prior to the hearing. Note any questions you may have for the hearing.

When applicable, documentation for a previous violation will be made available after the hearing and may not be reviewed prior to voting on the current case.

Types of Hearings

Appeal Hearing: This type of hearing is held when a student appeals a violation. The panel's job is to determine if the violation occurred and or if the instructor's sanction was appropriate. No further sanctions can be applied to the student by the AIB.

Mandatory Hearing: If a case is coded as Mandatory it means that either the instructor requested a hearing or that the circumstances of the violation warrant a hearing. Additional sanctions may be applied to the student by the AIB.

Mandatory Multiple: When a student receives more than one violation they will have a mandatory hearing. The hearing will only concern the current case(s). Cases from past quarters will only be discussed after the panel has voted on the current case. Additional sanctions may be applied to the student by the AIB.

Mandatory Administrative: This type of hearing involves a violation that occurred outside of a course. Often these violations are reported by a university office (Student Records, Admissions, etc.). Additional sanctions may be applied to the student by the AIB.

The Hearing

Only two student board members can serve on a hearing panel. Often we will schedule three students per hearing panel. Two students will serve on the panel while the third student may act as an observer. The observer cannot ask questions during the hearing or make any comments during deliberation.

Students may take turns participating on the panel and observing throughout a hearing session.

At a hearing the student and instructor involved in a violation meet with a panel of AIB members. The hearing panel will consist of 3 faculty AIB members and 2 student members. One of the faculty members will serve as Convener and direct the hearing proceedings. A representative from Academic Affairs or one of the AIB Chairs may also be present and acting only as an observer. The hearing involves the three segments outlined below.

Opening Statements: Both the student and instructor involved in the violation will be asked to give a brief opening statement. The student will have the choice to go first or second.

Q&A: The hearing panel will ask questions to both the student and instructor. The student and instructor may also ask questions however, they may not engage each other. Any questions the students or instructors have for each other must be directed to the AIB. The board may not ask questions about or allude to any previous violation a student may have been involved in. Keep your questions focused on the violation and on any fact finding about the circumstances of the violation that may aid you in deciding if a violation occurred. No questions may be asked after the Q&A period is closed.

Closing Statements: Both the student and the instructor will have the option to give a brief closing statement. The student will have the choice to go first or second.

Deliberations

After the instructor and the student involved in the violation depart, the panel may deliberate the case. If time is short the Convener may decide to move deliberations to the end of the session. Discussion and voting must occur in the following order:

1. Discuss if a violation occurred
2. Vote if a violation occurred
3. Review previous violation when applicable
4. Discuss additional sanctions when appropriate
5. Vote on additional sanctions

The most common sanctions imposed by the AIB include:

- **Educational remedy:** a one hour session with a tutor in DePaul's Writing Center. The hearing panel may direct the student to attend one or both of the following sessions:
 - Working with Sources: citation styles, paraphrasing, quotation, summarizing
 - The Writing Process: time management, drafting, brainstorming, dealing with writer's block
- **Letter of reprimand without transcript notation:** official written censure of the student for violating Academic Integrity policies.
- **Letter of reprimand:** official written censure of the student for violating Academic Integrity policies and a transcript notation to the same effect
- **Suspension:** temporary separation from the university for a specified period of time
- **Dismissal:** permanent expulsion from the university

After the hearing the Convener will write a hearing memo. The memo details each case and the recommendations of the panel. The Convener will e-mail the memo to the hearing panel for approval.

Next the panel's recommendations will be reviewed by the AIB Chairs and the Associate Vice President for Academic Affairs. Students will be notified of the outcome of their case via e-mail within 4 weeks of their hearing.