

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
SCP-4710**

SUBJECT: Academic Integrity

REFERENCE: None

ORIGINATION: July 1, 1984

EFFECTIVE: May 18, 2017

REVIEWED: October 18, 2016

SECTION 1. PURPOSE

1.1 To establish a policy that outlines Southern's expectations for academic integrity and academic dishonesty.

SECTION 2. SCOPE AND APPLICABILITY

2.1 This policy applies to all students at Southern.

SECTION 3. DEFINITIONS

3.1 Academic Integrity - Academic integrity at Southern is a standard of ethics students are expected to maintain.

3.2 Academic Dishonesty - Academic dishonesty is any practice which gives a student an unfair advantage over another student in the same or similar course of study. It includes, but is not limited to, plagiarism, cheating, fraud, information technology misuse, or any misconduct with regards to academic integrity as defined.

3.3 Plagiarism - The attempt to represent the work of another, as it may relate to written or oral works, computer-based work, mode of creative expression (i.e., music, media, or the visual arts), as the product of one's own thought, whether the other's work is published or unpublished, or simply the work of a fellow student.

3.4 Cheating - The improper taking or tendering of any information or material, which shall be used to determine academic credit. Examples include but are not limited to the following:

3.4.1 Copying from another student's test or homework paper.

3.4.2 Allowing another student to copy from a test or homework assignment.

3.4.3 Using unauthorized materials during a test, such as the course textbook, notebook, formula lists, notes, or crib sheets, including those stored in a calculator or other electronic device.

3.4.4 Collaborating during an in-class or take-home test with any other person by giving or receiving information without authority.

3.4.5 Having another individual write or plan a paper, including those bought from research paper services.

3.4.6 Submitting the same paper or project in more than one class.

- 3.4.7 Obtaining any part of an examination or assignment before it has been given to the class.
- 3.4.8 Use of any electronic device in class without the expressed permission of the instructor.
- 3.5 Fraud - Fabrication, Forgery, and Obstruction
 - 3.5.1 Fabrication is the use of invented, counterfeited, altered, or forged information in assignments of any type including those activities done in conjunction with academic courses that require students to be involved in out-of-classroom experiences.
 - 3.5.2 Forgery is the imitating or counterfeiting of images, documents, signatures, and the like.
 - 3.5.3 Obstruction is any behavior that limits the academic opportunities of other students by improperly impeding their work or their access to education resources.
 - 3.5.4 Fraud includes, but is not limited to, the following actions:
 - 3.5.4.1 Providing any signature other than one's own on any College document.
 - 3.5.4.2 Forging or altering the record of any grade in an educational record.
 - 3.5.4.3 Knowingly presenting false information or intentionally misrepresenting one's record.
 - 3.5.4.4 Knowingly providing false statements in any College proceedings.
- 3.6 Misconduct - Misconduct is the intentional violation of college policies by tampering with grades or taking part in obtaining or distributing any part of a test, quiz, or graded assignment. Examples include:
 - 3.6.1 Stealing, buying, downloading, or otherwise obtaining all or part of a test and/or test answers.
 - 3.6.2 Selling or giving away all or part of a test and/or test answers.
 - 3.6.3 Asking or bribing any other person to obtain a test or any information about a test.
 - 3.6.4 Misrepresenting the truth, including handing in computer programs or using computer programs generated by another as one's own work; lying to an instructor to increase a grade; and lying or misrepresenting facts when confronted with an allegation of academic dishonesty.
 - 3.6.5 Changing, altering, or being an accessory to changing and/or altering of a grade in a grade book, on a computer, on a test, on a "change of grade" form, or on other official academic records of the College, which relate to grades.
 - 3.6.6 Continuing to work on an examination or project after the specified time has elapsed.
 - 3.6.7 Information Technology Misuse - Misuse of information technology is disruptive, unethical, or illegal use of the college's computer resources. Misuse of computers also includes disruptive, unethical, or illegal use of the computers of another institution or agency in which students are performing part of their academic program.

SECTION 4. POLICY

- 4.1 Because academic integrity is a cornerstone of the college's commitment to the principles of free inquiry,

students are responsible for learning and upholding professional standards of research, writing, assessment, and ethics in their areas of study. In the academic community, the high value placed on truth implies a corresponding intolerance of scholastic dishonesty. Written or other work which students submit must be the product of their own efforts and must be consistent with appropriate standards of professional ethics. Academic dishonesty, which includes cheating, plagiarism, and other forms of dishonest or unethical behavior are prohibited.

- 4.2 Upon discovering an act of academic dishonesty, the nature of the penalty shall be determined by the instructor. Such penalties may include, but are not limited to, a lowered grade on the assignment, no credit for the assignment, or an exclusion from further participation and a grade of “F” in the course.
- 4.3 Repeated acts of academic dishonesty will be handled by the Chief Academic Officer and will not be tolerated by the institution.

SECTION 5. BACKGROUND OR EXCLUSIONS

- 5.1 None.

SECTION 6. GENERAL PROVISIONS

- 6.1 None.

SECTION 7. RESPONSIBILITIES AND PROCEDURES

- 7.1 Within fourteen days after an act of academic dishonesty is discovered, the instructor shall notify the student in writing and include a statement of the penalty imposed.
- 7.2 Within fourteen days (14) after an act of academic dishonesty is discovered, the instructor shall notify the appropriate Division Head in writing. The instructor shall include copies of any physical evidence and a written report stating the facts of the case and the action taken.
- 7.3 Any student considering himself unfairly treated may use the grievance procedure as stated in the Student Handbook. The grievance procedure must be initiated within fourteen calendar days of the instructor’s notification to the student.
- 7.4 For subsequent or multiple offenses by the student, in addition to being given a grade of “F” in the course in which the academic dishonesty occurred, the student may be expelled from the College by the President on recommendation of the Chief Academic Officer following a judicial hearing. The subsequent offense is not limited to the course in which the initial offense was reported.
- 7.5 The Office of the Vice President for Academic Affairs shall maintain a permanent record of academic dishonesty offenses. A notification shall be available within Banner for evidence in any future judicial hearings regarding academic dishonesty. A hearing board will only receive current evidence on student misconduct, unless prior evidence of misconduct is pertinent to the hearing.
- 7.6 A student who has been given a grade of “F” by an instructor under the College policy on academic dishonesty is not permitted to withdraw from the course with a grade of “W” after academic dishonesty procedures have been initiated by the instructor.
- 7.7 The deadlines set out in the student grievance procedure for grade appeals do not apply to grievances regarding action taken regarding academic dishonesty. The grievance therefore may not be filed in the

subsequent term unless that term falls within fourteen calendar days of the instructor's notification of the student that academic dishonesty procedures have been initiated.

7.8 Penalties assigned for academic dishonesty may not be used as the basis for a subsequent grade appeal.

SECTION 8. CANCELLATION

8.1 None.

SECTION 9. REVIEW STATEMENT

9.1 This policy shall be reviewed on a regular basis with a time frame for review to be determined by the President or the President's designee. Upon such review, the President or President's designee may recommend to the Board that the policy be amended or repealed.

SECTION 10. SIGNATURES

Board of Governors Chair **Date**

President **Date**

Attachments: None.

Distribution: Board of Governors (12 members)
 www.southernwv.edu

Revision Notes: May 2006 – Revisions provide clarity and reflect changes in current practice. Definitions, responsibilities, and procedures were added to this policy.

 November 2011 – Significant revisions to include aspect of integrity and technology advancements. Information referenced in policy from www.spcollege.edu/academicdishonesty and www.centralmichiganuniversity.academicintegritypolicy.

 October 2016 – Revisions reflect changes to position titles and provide clarity.