

**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:** September 8, 2023

**SECTION 1. PURPOSE**

- 1.1 To establish a policy that outlines Southern’s responsibilities for academic integrity and procedures for handling academic dishonesty.

**SECTION 2. SCOPE AND APPLICABILITY**

- 2.1 This policy applies to all students at Southern.

**SECTION 3. DEFINITIONS**

- 3.1 Academic Integrity – The expectation that faculty, students, and all members of Southern’s campus community act with honesty, trust, fairness, respect, and responsibility in their studies and academic work.
- 3.2 Academic Dishonesty – Committing or contributing to deceitful acts by those engaged in teaching, learning, research, and related academic activities. It includes but is not limited to plagiarism, cheating, fraud, information technology misuse, or any misconduct with regard 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(i.e., music, media, or the visual arts), as the product of one’s own thought, whether the other’s work is published or unpublished or the work of a fellow student.
- 3.4 Cheating – The improper taking or tendering of any information or material that is 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; and
  - 3.4.8 Use of any electronic device in class without the express permission of the instructor.
- 3.5 Fraud, Fabrication, Forgery, and Obstruction
- 3.5.1 Fabrication – 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 – false making or material altering of documents, signatures, or art with the intent to defraud.
  - 3.5.3 Obstruction – 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 – intentional misrepresentation of the truth for the purpose of inducing another, in reliance on such misrepresentation, to part with something of value or surrender a legal right. Fraud includes, but is not limited to, the following:
    - 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; or
    - 3.5.4.4 Knowingly providing false statements in any College proceedings.
- 3.6 Misconduct – the intentional violation of college policies related to academic integrity, including but not limited to:
- 3.6.1 Stealing, buying, downloading, or otherwise obtaining all or part of a test, quiz, graded assignment, and/or answers to the same;
  - 3.6.2 Selling or giving away all or part of a test, quiz, graded assignment, and/or answers to the same;
  - 3.6.3 Asking or bribing any other person to obtain a test, quiz, graded assignment, or any information about a test, quiz or graded assignment;
  - 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 or altering a grade in a grade book, on a computer, on a test, on a “change of grade” form, or on any other official academic records of the College that relate to grades;
- 3.6.6 Continuing to work on an examination or project after the specified time has elapsed; and
- 3.6.7 Information Technology Misuse – 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 academic dishonesty. Written or other work that students submit must be the product of their own efforts and must be consistent with appropriate standards of academic ethics. Academic dishonesty, which includes cheating, plagiarism, and other forms of dishonest or unethical behavior, is prohibited.
- 4.2 Upon discovering an act of academic dishonesty, the instructor shall determine the nature of the penalty. Such penalties may include but are not limited to a lower grade on the assignment, no credit for the assignment, or exclusion from further participation and a grade of “F” in the course.
- 4.3 The Chief Academic Officer shall handle repeated acts of academic dishonesty which the institution will not tolerate.

#### **SECTION 5. BACKGROUND OR EXCLUSIONS**

- 5.1 None.

#### **SECTION 6. GENERAL PROVISIONS**

- 6.1 None.

#### **SECTION 7. RESPONSIBILITIES AND PROCEDURES**

- 7.1 Within 14 days after discovering 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 14 days after discovering an act of academic dishonesty, the instructor shall notify the appropriate dean 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 aggrieved by the instructor’s decision may initiate an appeal within 14 calendar days of the date of the instructor’s written notification of such action, in accordance with the grievance procedure as stated in the Student Handbook.

- 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 President, upon recommendation by the Chief Academic Officer, may expel the student from the College following a judicial hearing. The subsequent or multiple offense(s) is not limited to the course in which the initial offense was reported.
- 7.5 The Office of the Chief Academic Officer shall maintain a permanent record of academic dishonesty offenses, which shall be available in the student database for evidence in any future judicial hearings regarding academic dishonesty. A hearing board will only receive evidence of current 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 this policy is not permitted to withdraw from the course with a grade of “W” after the instructor has initiated academic dishonesty procedures.
- 7.7 The deadlines for grade appeals set out in the student grievance procedure do not apply to grievances of action taken regarding academic dishonesty. The grievance, therefore, may not be filed in the subsequent term unless that term falls within 14 calendar days of the instructor’s notification to the student that the instructor has initiated academic dishonesty procedures.
- 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**

<b>Board of Governors Chair</b>	<b>Date</b>
<b>President</b>	<b>Date</b>

**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 St. Petersburg College ([www.spcollege.edu](http://www.spcollege.edu)) and Central Michigan University ([www.cmich.edu](http://www.cmich.edu)).

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

September 8, 2023 – Revisions reflect clarity in definitions, grammar, and title changes.