



**S O U T H E R N W E S T V I R G I N I A
C O M M U N I T Y A N D T E C H N I C A L C O L L E G E
B O A R D O F G O V E R N O R S**

Number:	SCP-4710
Origination:	July 1, 1984
Effective:	July 1, 1984
Reviewed:	May 2006

SUBJECT: **Academic Dishonesty**

REFERENCE:

1. PURPOSE

To establish policy and procedures for addressing cases of academic dishonesty.

2. SCOPE AND APPLICABILITY

This policy applies to all full-time and adjunct faculty and to all students at all campuses and off-campus locations.

3. DEFINITIONS

A. Academic Dishonesty - Academic dishonesty is any practice which gives one student a dishonorable advantage over another student in the same or a similar course of study. It includes, but is not limited to, plagiarism, cheating, and fraud.

B. Plagiarism - Plagiarism is the submission as one's own, without proper citation or acknowledgment, any ideas, information, or expressions which have been copied wholly or in part from the work of others.

C. Cheating - Cheating includes, but is not limited to, the following actions:

1. Obtaining help from, or knowingly giving help to, another student during an examination.
2. Use of notes or other resources during an examination or any other assignment without the expressed consent of the instructor.
3. Knowingly providing one's work for another student to submit as his own.
4. Obtaining any part of an examination or assignment before it has been given to the class.
5. Use of any electronic device in class without the expressed permission of the instructor.

D. Fraud - Fraud includes, but is not limited to, the following actions:

1. Providing any signature other than one's own on any College document.
2. Forging or altering the record of any grade in an educational record.
3. Knowingly presenting false information or intentionally misrepresenting one's records.

4. Knowingly providing false statements in any College proceedings.

4. POLICY

- A. Plagiarism shall constitute academic dishonesty regardless of motive. Those who deny deceitful intent, claim not to have known that the act constituted plagiarism, or maintain that what they did was inadvertent are subject to penalties when plagiarism has been confirmed.
- B. Upon discovering an act of cheating or plagiarism, 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.
- C. Blatant acts of plagiarism, such as copying papers from the Internet, shall increase the probability that the instructor will assign a grade of "F" in the course.

5. BACKGROUND OR EXCLUSIONS

None.

6. GENERAL PROVISIONS

None.

7. RESPONSIBILITIES AND PROCEDURES

- A. 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.
- B. Within fourteen days after an act of academic dishonesty is discovered, the instructor shall notify the Division Chair and the Vice President for Academic Affairs 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.
- C. 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.
- D. 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 Vice President for Academic Affairs following a judicial hearing. The subsequent offense is not limited to the course in which the initial offense was reported.
- E. The Office of the Vice President of Academic Affairs shall maintain a permanent record of academic dishonesty offenses. This record shall be available for evidence in any future judicial hearings regarding academic dishonesty.
- F. 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.
- G. 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.

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

8. CANCELLATION

None.

9. REVIEW STATEMENT

This policy shall be reviewed on a three-year cycle 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. SCP-4710 is scheduled for review during the 2009-2010 academic year.

10. SIGNATURES

Board of Governors Chair **Date**

President **Date**

Attachments: None.

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