

## Academic Integrity Policy

Students of Snead State community College are expected to behave as responsible members of the college community and to be honest and ethical in their academic work. SSCC strives to provide students with the knowledge, skills, judgment, and wisdom they need to function in society as educated adults. To falsify or fabricate the results of one's research; to present the words, ideas, data, or work of another as one's own; or to cheat on an examination corrupts the essential process of higher education and is a disservice to the student and to Snead State. All members of the Snead State Community College community, students, faculty, and staff, share the responsibility and authority to challenge and make known acts of academic dishonesty. Further, students, faculty and staff should ensure that policies regarding academic integrity are clearly outlined in course materials, including course syllabi.

### Guidelines for Academic Integrity

Students assume full responsibility for the content and integrity of the coursework they submit. The following are guidelines to assist students in observing academic integrity:

- Students must do their own work and submit only their own work on examinations, reports, and projects, unless otherwise permitted by the instructor. Students are encouraged to contact their instructor about appropriate citation guidelines.
- Students may benefit from working in groups. However, students must not collaborate or cooperate with other students on graded assignments, examinations, or other academic exercises unless clearly directed to do so by the instructor.
- Students must follow all written and/or verbal instructions given by instructors or designated college representatives prior to taking or during examinations, placement assessments, tests, quizzes, and evaluations.
- Students are responsible for adhering to course requirements as specified by the instructor in the course syllabus.
- Students taking courses that have an off-campus component (internships, observations, clinical placements, etc.) must follow all guidelines and expectations of the hosting site in addition to any course requirements related to the placement.

### Forms of Academic Dishonesty

Note: Snead State Community College recognizes that when students make a good faith attempt to credit sources, some mistakes in citation format or use of quotations should be viewed as errors in form and mechanics rather than true plagiarism. Actions constituting violations of academic integrity include, but are not limited to, the following:

- **Cheating:** intentionally using or attempting to use unauthorized materials, information, or study aids in any academic exercise. Examples of cheating include, but are not limited to:
  1. Copying from another's assignment or receiving unauthorized assistance from another during an academic exercise or in the submission of academic material.
  2. Using a calculator, computer or other materials when not authorized by the instructor.
  3. Collaborating with another student or students during an academic exercise without the consent of the instructor.

- **Fabrication:** intentional and unauthorized falsification or invention of any information or citation in an academic exercise.

- **Multiple Submissions:** submission of academic work for which academic credit has already been earned (i.e. submitting the same essay in two different classes) and when such submission is made without authorization from the instructor.

- **Plagiarism:** intentionally or knowingly representing the words or ideas of another as one's own in any academic exercise. The following are considered to be forms of plagiarism:

1. Word-for-word copying of another person's ideas or words.
2. Interspersing one's own words within a document while, in essence, copying another's work.
3. Rewriting another's work, yet still using the original author's fundamental idea or theory without giving credit to the original author using a proper citation.
4. Inventing or counterfeiting sources.
5. Submission of another's work as one's own.
6. Neglecting quotation marks on material that is otherwise acknowledged.

- **Misuse Of Academic Materials:** the misuse of academic materials includes, but is not limited to, the following:

1. Stealing or destroying college or library reference materials, or computer equipment and/or programs.
2. Stealing or destroying another student's notes or materials, or having such materials in one's possession without the owner's permission.
3. Receiving assistance in locating or using sources of information in an assignment, when such assistance has been forbidden by the instructor.
4. Illegitimate possession, disposition, or use of examinations, test banks or answer keys to examinations.
5. Unauthorized alteration, forgery, or falsification of academic records.
6. Unauthorized sale or purchase of examinations, papers, projects or assignments.

- **Complicity In Academic Dishonesty Or Facilitating Academic Dishonesty:** intentionally or knowingly helping or attempting to help another to violate any provision of this policy or otherwise contributing to another's acts of academic dishonesty.

- **Misconduct at off-campus placements:** Any issues related to an off-campus placement (e.g., clinical placements, observations, or internships) may be considered violations of the academic integrity policy. These include disruptive behavior, tardiness, or failure to abide by any expectations of the hosting site.

### **Academic Dishonesty Documentation**

- The faculty member observing or investigating the apparent act of academic dishonesty documents the commission of the act, by writing down the time, date, place, and a description of the act.

- The faculty member collects evidence, often by photocopying the plagiarized assignment and creating a paper trail of all that occurs after the alleged act of academic dishonesty. The evidence may include various samples of the student's work showing a radical disparity in style or ability.

- The faculty member provides the student an opportunity to explain the incident.
- The faculty member explains to the student the procedures and penalties for academic dishonesty and gives the student a copy of this Academic Integrity Policy.
- The faculty member may resolve the matter by determining an appropriate course of action, which may include a written warning, a grade of “F” on an assignment, project, or examination, or no further action.
- Faculty must report all violations of academic integrity and the course of action taken to the Chief Academic Officer.
- If the accused student contests the faculty member’s decision, a meeting with the division director may be requested to informally resolve this matter.
- If this matter cannot be resolved with the division director; or if the student contests the decision made in consultation with the division director; or if the faculty member wishes to initiate further action (e.g. assign a lower grade or a grade of “F” for the course or recommend academic program dismissal based solely on academic dishonesty), the student is entitled to a Disciplinary Committee hearing.

### **Penalties for Academic Dishonesty**

If a student is found responsible for violating academic integrity policies, any one or a combination of the following penalties may be imposed by the faculty member, or by the faculty member and his/her supervisor:

- Verbal or written warning.
- The student would repeat an assignment, project, or examination under specified conditions.
- A grade of “F” for the assignment, project, or examination.
- A lower grade or a grade of “F” for the course, if the academic misconduct is particularly serious (not limited to a single assignment, misconduct at a clinical placement, etc.). In the event a numerical grade is required, the instructor should also assign an appropriate numerical grade for the assigned letter grade.

Any violations of the Academic Integrity Policy that are found to be serious enough to warrant a lower or failing course grade may also be considered disciplinary violations. Students found to be guilty of such violations may be subject to additional penalties by the Vice President for Academic Affairs. Any penalties assigned by the Vice President for Academic Affairs will be recorded in the student’s discipline records, which are maintained by the Vice President for Student Services. The Vice President for Academic Affairs may also issue the following disciplinary sanctions:

Disciplinary written warning to the student.

Disciplinary probation with or without the loss of privileges for a definite period of time. The violation of the terms of the disciplinary probation or the breaking of any college rule during the probation period may be grounds for suspension or expulsion from the College.

Suspension from Snead State Community College for a definite period of time.

Expulsion from Snead State Community College.

Other disciplinary action as deemed appropriate may include, but is not limited to: referral to support services and/or programs; assignment of written apology or essay; participation in community service activities

### **Student Due Process: Appeals Procedure**

A Disciplinary Committee hearing may be requested by a student who contests the decision made by the faculty member (in consultation with the division director) OR by the faculty

member who wishes to initiate further action or cannot resolve the matter as specified above.

- A student request for an Academic Disciplinary Committee hearing: the student requesting the hearing must submit a Request for Disciplinary Committee Hearing to the office of the Vice President for Academic Affairs within ten (10) days of the notification of academic dishonesty decision by faculty or division director.
- A faculty request for an Academic Disciplinary Committee hearing: The faculty member must report the incident and provide evidence to the Vice President for Academic Affairs within ten (10) working days of the alleged act of academic dishonesty or within ten (10) days of meeting with a division director.

Within ten (10) working days of receiving a request for an Academic Disciplinary Committee hearing, the Vice President for Academic Affairs will notify all parties in writing of the date, time and location of the Academic Disciplinary Committee hearing.

The Academic Disciplinary Committee shall be appointed by the Vice President for Academic Affairs ad hoc as cases arise rather than be a standing committee. The committee will be comprised of:

- Three appointed faculty members
- Two appointed student services representatives
- Vice President of SGA
- In addition to the above Disciplinary Committee members, the faculty member who made the allegation shall also be invited to attend.

At the Academic Disciplinary Committee hearing, both the faculty member and the student will have the opportunity to hear the charges and present his/her side of the case. The student may bring an advisor, who may advise and support the student but may not present the case. If the student misses the hearing, the Academic Disciplinary Committee may proceed with the process to completion.

Following the Academic Disciplinary Committee hearing, members shall make a recommendation for action to the Vice President for Academic Affairs. This recommendation shall be in writing within five (5) working days of the Disciplinary Committee hearing. The Vice President for Academic Affairs will determine if the action recommended by the Academic Disciplinary Committee is appropriate, and will issue a final decision.

The Vice President for Academic Affairs may issue the following disciplinary sanctions:

Disciplinary probation with or without the loss of privileges for a definite period of time. The violation of the terms of the disciplinary probation or the breaking of any college rule during the probation period may be grounds for suspension or expulsion from the College.

- Suspension from Snead State Community College for a definite period of time.
- Expulsion from Snead State Community College.
- Other disciplinary action as deemed appropriate may include: referral to support services and/or programs; assignment of written apology or essay; participation in community service activities.

Within ten (10) working days of the hearing, the Vice President for Academic Affairs will issue written notification of the decision to the student, faculty member, and division director. A copy of the decision will be sent to the Vice President for Student Services.

For questions or comments regarding the contents or procedures of this policy, please contact the office of the Vice President for Academic Affairs at Snead State Community College.

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