



Title: Academic Honesty Procedure

VCCS Policy No:

Review/Revision Date: February 14, 2023

Academic Honesty Statement

Southside Virginia Community College recognizes that the core value of academic integrity is essential to all activities of an academic community and provides the cornerstone for teaching and learning. It is characterized by upholding the foundational principles of honesty, equity, mutual responsibility, respect, and personal integrity.

Observing academic integrity involves:

- Maintaining the standards of the college's degrees, certificates, and awards to preserve the academic credibility and reputation of the college;
- Communicating expectations, best practices, and procedures in order to promote the principles of academic integrity and ensure compliance;
- Providing environments, instruction, and access to resources necessary for maintaining integrity in learning;
- Taking responsibility and personal accountability for the merit and authenticity of one's work;
- Giving proper acknowledgement and attribution to those who directly contribute to a project, or whose work is used in the completion of a project;
- Recognizing what compromises academic honesty and integrity, whether intentional or unintentional (plagiarism, cheating, uncivil behavior, etc.).

It is the shared duty of faculty, students and staff of the college to understand, abide by and endorse academic integrity.

ACADEMIC HONESTY PROCEDURE

Definitions

Plagiarism. Intentionally representing the work, words, images, or ideas of another's as one's own. Plagiarism includes, but is not limited to:

- Copying written material, images, or data from a source without quotation marks and/or attribution;

- Failure to provide citation of works used;
- Paraphrasing material without proper citation for information that is not common knowledge;
- Self-plagiarism is often described in the context of several distinct practices in which some or all elements of a previous writing assignment or project (e.g., text, data, and images) are reused in a new assignment without specific acknowledgement or no acknowledgement at all as to the prior use of the content.

Fabrication. Intentional use of material invented with the intent to deceive in obtaining academic advantage. Fabrication includes, but is not limited to:

- Submission of a paper, lab report or academic exercise with falsified, invented or fictitious data;
- Citation of information or data not actually in the source indicated;
- Listing sources in a bibliography not used in the submission;
- Submitting as one's own work that was prepared in part or total by another person (including on-line sources).

Cheating. The attempt to obtain credit for work or knowledge dishonestly or deceptively, or to aid another person in such an attempt. Cheating includes, but is not limited to:

- Copying from another's test, assignment, or homework;
- Taking or receiving unauthorized copies of examinations, quizzes, or other academic material;
- Using unauthorized study or reference aids (e.g., "crib notes," "cheat sheets," etc.), particularly with respect to a test, evaluation or practicum;
- Fraudulently allowing any person to represent a registered student in any class meeting, activity, test, evaluation or practicum.

Communication of the Act of Academic Dishonesty to the Student by SVCC Faculty

1. If a faculty member has determined that a student has committed an act of academic dishonesty through any combination of firsthand observation, written or electronic information, and/or other verifiable sources, the faculty member shall make every reasonable effort to discuss this suspicion and the reasons privately with the student involved. If more than one student is involved, the faculty member must discuss the situation with each student individually. "Every reasonable effort to discuss" is defined as communication in person, by email, and/or by telephone. The instructor should consult the appropriate Student Judicial Officer to ascertain whether there are previous significant incidents of academic honesty in the student's record.
2. After the discussion, if the faculty member remains convinced by evidence that the student is guilty of academic dishonesty, the faculty member may impose one or more of the following sanctions depending on the faculty member's judgment as to the seriousness of the offense and consistent with the faculty member's syllabus:
 - a. Reprimand the student

- b. Require that the work in question be done over
 - c. Assign a grade of zero on the work involved
 - d. Assign a grade of F for the course (An F earned because of academic dishonesty can only be altered through successful appeal of the charge (see procedures below). Withdrawing from a class will not alter a grade of F imposed for academic dishonesty.
 - e. Follow the guidelines set forth in the handbooks for individual cohort programs (e.g., the nursing program calls for dismissal from the program).
3. The faculty member must keep any documentation and evidence of the violation for reference in case of appeal.
 4. The student charged with academic dishonesty should be allowed to continue class, in the event the student appeals the penalty that the faculty member imposes (unless the student is a risk to the safety and security of SVCC).

Administrative Disposition of the Charge

1. The faculty member must complete an official [incident report](#), which will be automatically routed to the appropriate dean for the program or course that the student may be enrolled in.
2. The dean will inform the student in writing of the penalty imposed by the faculty member, that the student will be on disciplinary probation, and that future violations may result in more severe sanctions. The dean will also inform the student of the date by which he/she must appeal the penalty.
3. As with other grade appeals, a student may appeal the charge by submitting a written request to the dean who contacted them about the violation within five (5) business days following the receipt of the dean's official notification of the charges and penalty. The appropriate Academic Dean will meet (if requested) with the student and review all materials related to the instructor's determination and the student appeal. The Academic Dean may meet with or request additional materials from the instructor, student, or witnesses to facilitate the review. The dean's response to the appeal will be issued within 10 business days of receipt of the written appeal. The decision of the dean will be considered final and binding.
4. The Academic Dean must document the charge and administrative disposition specifics in Maxient for tracking purposes.
5. Instances of academic dishonesty that are so severe as to warrant consideration of suspension or expulsion are referred to the Student Judicial Officer for investigation under the SVCC Student Disciplinary Procedure.

Impact of Academic Dishonesty on Academic Honors

Students are advised that if they are found guilty of academic dishonesty, they will not graduate with any type of academic honors awarded by SVCC.