

December 10, 2010

## **Statement on Academic Honesty and Academic Honesty Procedures**

The value of a Bluefield State College education is only as good as the integrity of its students' work. Therefore academic honesty is a key pillar upon which Bluefield State College rests. Bluefield State College believes academic dishonesty includes but is not limited to cheating, falsifying records, plagiarism, giving or receiving aid during an exam, misrepresenting academic work, submitting the same work to more than one class with a willful intent to mislead. All new students at Bluefield State College will be required to complete an Academic Honesty education session and sign the College's Honor Code statement at that session.

All Bluefield State students are subject to serious disciplinary measures if they are caught engaging in such behavior. All students found guilty of violating the academic honesty procedures will be reported to the Dean of their School and the Provost who will maintain records of all incidents. Your career at Bluefield State is cumulative. The penalty for the first offense will be decided upon by the instructor and can include such penalties as a reduced grade on the assignment or a grade of "F" for the course. A second offense of the statement in a student's career at Bluefield State will result in a mandatory grade of "F" for the course and academic probation for one semester. A third offense of the statement in a student's career at Bluefield State will result in mandatory grade of "F" for the course and expulsion from the Institution. Some programs may have additional penalties for violating the academic honesty procedures. All "F" grades given to students caught violating the academic honesty procedures may have a "\*NR" designation on their transcript. The "\*NR" designation means that grade may not be changed by repeating the course unless the student receives approval from the Provost.

Instructors must complete and submit an Academic Honesty Violation Report form for all incidents to the Provost and appropriate line Deans and Directors with the penalty assessed. Instructors should make every effort to meet with the student to discuss the incident and explain the instructor's findings. Instructors must provide official notice to the student, the appropriate line Dean, the Director of the student's program, and the Provost within three school days. Students have the right to appeal the instructor's finding, and must be informed of this right in the official notice. Students must indicate their desire to appeal the instructor's finding within 3 school days of receiving the official notice. All appeals will be heard by the Academic Appeals Committee. The full committee need not be present to hold an appeals hearing. An appeals hearing must consist of at least three people (two faculty members and one student representative).

### **Plagiarism includes but is not limited to:**

1. Presenting someone else's ideas as your own without attribution.
2. Copying someone's words without providing quotation marks and citation.
3. Paraphrasing someone's words without providing a citation.
4. Submitting the same paper for more than one class without instructor permission.

### **Cheating includes but is not limited to:**

1. Purchasing a term paper or assignment and presenting it as your own.
2. Selling or giving any term paper, assignment, or aid so that a student may present that material as his or her own.
3. Receiving aid or providing aid to another student during an exam or on a non-cooperative assignment.

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4. Stealing a copy of a test or receiving a copy of a test before taking it.
5. Using books, notes, or any other aid during an exam or assignment unless permitted by the instructor.
6. Using a mobile device, computer, or cell phone to give or receive aid on an exam or assignment or in any way not permitted by the instructor.

Bluefield State College has taken measures to help students avoid engaging in willful or unintentional academic dishonesty. All students must successfully complete an academic integrity workshop within their first semester of beginning classes at Bluefield State College.

### **Student Honor Code**

Bluefield State has also implemented a student honor code which all students will sign during the Academic Honesty education session.

“I have read and understand the BSC academic honesty statement. I am responsible for the work that I submit and my conduct as a student at BSC.”

It is also the student’s responsibility to read the BSC catalog, and students will be informed of this statement at orientation.