

## West Virginia Northern Community College

### ACADEMIC INTEGRITY AND STUDENT RESPONSIBILITIES

Effective Date: December 6, 2005

Date Approved by WVNCC Board of Governors: December 6, 2005

Authority Reference:

Replaces previous policy dated:

**Rule:** Academic requirements and policies determined by the College consistent with the West Virginia Higher Education Policy Commission, the Community and Technical College Council, West Virginia Northern Community College Board of Governors, and professional and regional accreditation guidelines apply to all students who enroll in credit courses and degree programs.

#### **Academic Integrity:**

The College's academic program requirements are determined according to standards of each field, as recommended by qualified faculty in consultation with professionals in the field, and approved by the Dean of Instruction, Curriculum Committee, and the President. Academic programs are approved by the WVNCC Board of Governors. All academic programs undergo a periodic program review involving professionals in the field and other educators with reports reviewed by the Board of Governors, Higher Education Policy Commission, and Community and Technical College Council. Accredited programs undergo additional review and meet specific requirements for the professional accreditation. In addition to the specific academic course and program requirements, academic policies assure the integrity of the academic experience and degree.

#### **Assessment:**

Assessment of student academic achievement is an important aspect of assuring achievement of state and national academic standards. This process includes the administration of standardized assessment measures which determine the achievement level of students at West Virginia Northern in specific areas and levels as compared with other students in similar levels and specialties across the country. These assessments are required of students; however, individual scores are not used as part of students' grades. Instead, it is information which permits the College to assess its strengths and needs to assure academic integrity in academic programs. WorkKeys by ACT is currently

administered to students completing A.A.S. degrees to assess job-related skills as compared to specific occupational standards. These assessments are scheduled at times to make it convenient for students to participate. Failure to comply with completion of any required assessments can result in a “hold” on student records until completed.

**Academic Program Completion Timeline Requirements:**

Students are expected to complete program requirements listed in the catalog in effect at the time of matriculation into the program provided graduation requirements are completed within five years and the student does not “stop out” of college for two consecutive years. Students may elect to meet program requirements listed in a later catalog, provided all requirements of the later catalog are met. Students who do not take courses for more than two consecutive years must complete a new application for admission and undergo review with an academic advisor in the program to determine applicability of prior courses which may result in a revised plan for completion of degree requirements. Students who do not complete degree requirements within five years must have a plan for completion approved to assure the degree reflects current program competencies.

**Alteration in Graduation:**

Petition for alteration in graduation and program requirements may be submitted by students who request a modification in course requirements when they can document that program competencies or general education goals have been met in other ways. The student should initiate a Student Petition for Alteration in Graduation of Program Requirements form for each course being petitioned. The form must be completed in consultation with the appropriate College personnel, signed, and forwarded for approval to the department chair/program director and the Dean of Academic Affairs or his designee.

**Course Substitutions:**

Course substitutions for courses no longer offered by the College can be made by the department chair/program director administering the affected course, with the approval of the Dean of Academic Affairs. A Student Petition for Alteration in Graduation of Program Requirements should be completed and forwarded to the appropriate personnel for approval. Faculty advisors and/or counselors should make every effort to assist students in completing degree requirements in an efficient and timely manner.

**Class Attendance and Participation:**

Although classes vary with regard to requirements, activities, and instructional methods, attendance and active participation are the responsibility of students who wish to succeed. Students are expected to make progress and meet course expectations in time frames outlined by the instructor. During the first week of classes, students receive instructor expectations and should clarify any questions regarding these requirements. Instructors are eager to assist students toward success. It is the student's responsibility to consult with the instructor regarding attendance or participation problems to determine if alternative arrangements can be made. Failure to attend or actively participate can result in administrative withdrawal by the instructor.

**Academic Honesty and Support of a Learning Environment:**

All students are responsible for their own academic work and behavior which supports a learning environment. Dishonesty in the form of plagiarism and cheating may result in disciplinary action such as lower grade, failing grade, administrative withdrawal, program probation, suspension or dismissal. Disruptive behavior which interferes with the rights or learning environment of others can result in administrative withdrawal, suspension, or dismissal. Students have rights to appeal such decisions consistent with rule. See *Student Rights and Responsibilities*.

**Plagiarism:**

Plagiarism includes, but is not limited to, using someone else's ideas without giving credit to that person in an appropriate citation or using someone else's words without placing them in quotation marks and/or without identifying that person in an appropriate citation.

**Cheating:**

Cheating includes, but is not limited to, such practices as receiving test answers from or giving test answers to another student, submitting another student's work as one's own work (unless permitted to do so as a result of a joint assignment), stealing tests or test items, or using notes when not permitted.