

**CHATTANOOGA STATE COMMUNITY COLLEGE
ACADEMIC MISCONDUCT**

Chattanooga State is committed to maintaining an environment of learning where high academic standards, as well as academic and personal integrity are valued. Academic Misconduct, Violations of Academic Integrity, and/or "cheating" include but are not limited to the following:

- (a) The use of any unauthorized assistance on assignments, quizzes, projects, tests, or examinations.
- (b) The use of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, carrying out assignments, completing projects and taking tests.
- (c) Unauthorized access to former tests, test banks, Instructor's materials or other academic material.
- (d) The misrepresentation of papers, reports, assignments or other materials as the product of a student's sole independent effort, for the purpose of affecting the student's grade, credit, or status in the College.
- (e) The use of unauthorized technical devices, cell phones, calculators, etc.
- (f) Failing to adhere to the instructions of the proctor or instructor in test-taking procedures; examples include, but are not limited to, talking, laughing, failure to take a seat assignment, failing to adhere to starting and stopping times, using or having unauthorized sources or devices or other disruptive activity.
- (g) Influencing, or attempting to influence, any College official, faculty member, or employee possessing academic grading and/or evaluation authority or the responsibility for maintenance of academic records, etc. through the use of bribery, threats, or any other means or coercion in order to affect a student's grade or evaluation. This also applies to clinical site supervisors;
- (h) Any forgery, alteration, unauthorized possession, or misuse of College documents pertaining to academic records.
- (i) Submitting the work of another student as the student's own.
- (j) Falsification of data
- (k) Unauthorized collaboration on exams or class assignment.
- (l) "Plagiarism" includes, but is not limited to, the use, by paraphrase or direct quotation, of the published or unpublished work of another person without full or clear acknowledgment. It also includes the unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials. Plagiarism also includes the use of key ideas of another person without proper citation.
- (m) The term "academic misconduct" includes, but is not limited to, all acts of cheating and plagiarism as defined above.

CHATTANOOGA STATE COMMUNITY COLLEGE ACADEMIC INTEGRITY VIOLATION PROCEDURES

FACULTY PROCEDURES AND PROTOCOL

The faculty member who determines that a student has engaged in an act of academic misconduct, violated principles of academic integrity and/or “cheated” in connection with an assignment, test, course taught by the faculty member or an examination proctored by the faculty member, or his or her designee, may choose to exercise the disciplinary process as outlined below:

1. The instructor should collect all information regarding the situation. Such information may include the student’s papers, printed copies of material from a book or website, tests, unauthorized sources or unauthorized devices.
2. The faculty member must complete the Academic Integrity Violation Report. This form can be located in Tiger Web or on the Chattanooga State Website
3. The faculty member shall notify the appropriate department chairperson of the action.
4. The faculty member must notify the student and schedule a conference with him or her. During the conference the faculty member will present the student with a copy of the “Academic Integrity Violation Report” form including supporting documentation, and possible sanctions for the violation
5. The faculty member will discuss the incident as described on the form including the possible sanctions.
6. The faculty member will give the student a chance to respond and a written statement from the student will be attached to the form.
7. A student’s grade in the course, or the assignment or examination affected by the alleged academic misconduct may be lowered to any extent, including a grade of “F”.
8. The faculty member will explain the student’s right to due process. The student will also be given a copy of the Academic Integrity Violation Incident Report, information describing due process rights and the hearing procedures in written format.

STUDENT PROCEDURES AND PROTOCOL

1. If the student admits violation the student indicates yes on the Academic Integrity Violation Report form. If the student admits the violation and agrees to the sanctions to be imposed by the faculty member, the Academic Integrity Violation Report form will be filed with the Academic Department head and a copy forwarded to the Academic Integrity Committee Chairperson, the Vice President for Academic Affairs Office, and the Judicial Affairs Office. The report will be kept on file in the office of the Vice President of Academic Affairs and with the Judicial Affairs Office.
2. If the student does not accept the faculty member’s findings and /or sanctions, he or she may elect a hearing. The student will be referred to the appropriate department to request a hearing.
3. To elect a hearing, the student will contact the department head. The student must make the request to the Department head within five (5) days of the conference with the instructor.

4. Failure of the student to appear at a hearing will be treated as a waiver of the right to a hearing.
5. During the hearing, the student will have the right to present her or his case and the right to be accompanied by an advisor, to call witnesses and to confront witnesses against the student and of the method and time limitations for appeal.
6. The student may appeal the decision of the Academic Integrity Hearing Committee to the Vice President for Academic Affairs within five (5) business days of notification of the decision. Such appeals must be in writing and shall be delivered to the Office of the Vice President for Academic Affairs.

ACADEMIC INTEGRITY COMMITTEE PROCEDURES AND PROTOCOL

The Academic Integrity Hearing Committee is a college-wide standing committee composed of the committee chair, two (2) faculty members, (1) staff member and two (2) students, all appointed by the Vice President of Academic Affairs or his or her designee. Academic Integrity Hearing Committee members will serve staggered terms of three calendar years. If a committee member is not able to serve the three year term, the Vice President of Academic Affairs will appoint a replacement. A majority of the Committee members present for a hearing must be in agreement in order for a decision to be binding on a student.

1. A hearing requested by the student will be scheduled as promptly as possible, but no sooner than five (5) days after the request for hearing is received.
2. The student will be notified of the time, date, and place of the hearing, allowing reasonable time for preparation.
3. The chairman of the Academic Integrity Hearing Committee will conduct the hearing.
4. The Academic integrity charge and documenting information will be presented to the board by the faculty member or his or her designee.
5. A majority of the Committee members of the hearing committee must be in agreement in order for a decision to be binding.
6. The Committee will render its decision at the conclusion of the hearing by a majority vote. A copy of the decision will be sent to the student within three business days and a copy will be forwarded to the office of the Vice President for Academic Affairs. The decision will be filed in the office of the Vice President of Academic Affairs and the office of Judicial Affairs.

VICE PRESIDENT OF ACADEMIC AFFAIRS PROCEDURES AND PROTOCOL

1. The Vice President will review the written appeal form from the student which must include the student's basis for the appeal, the record of the Academic Integrity Hearing Committee, the attached documentation, and other relevant information.
2. The Vice President for Academic Affairs will issue a written decision within five (5) business days. The decision of the Vice President for Academic Affairs will be final.

CHATTANOOGA STATE COMMUNITY COLLEGE
ACADEMIC INTEGRITY VIOLATION
STUDENT PROCEDURES FOR REQUESTING A FORMAL HEARING

(TO BE GIVEN TO STUDENT DURING FACULTY/STUDENT MEETING)

1. If the student admits violation the student indicates yes on the Academic Integrity Violation Report form. If the student admits the violation and agrees to the sanctions to be imposed by the faculty member, the Academic Integrity Violation Report form will be filed with the Academic Department head and a copy forwarded to the Academic Integrity Committee Chairperson, the Vice President for Academic Affairs Office, and the Judicial Affairs Office. The report will be kept on file in the office of the Vice President of Academic Affairs and with the Judicial Affairs Office.
2. If the student does not accept the faculty member's findings and /or sanctions, he or she may elect a hearing. The student will be referred to the appropriate department to request a hearing.
3. To elect a hearing, the student will contact the department head. The student must make the request to the Department head within five (5) days of the conference with the instructor.
4. Failure of the student to appear at a hearing will be treated as a waiver of the right to a hearing.
5. During the hearing, the student will have the right to present her or his case and the right to be accompanied by an advisor, to call witnesses and to confront witnesses against the student and of the method and time limitations for appeal.
6. The student may appeal the decision of the Academic Integrity Hearing Committee to the Vice President for Academic Affairs within five (5) business days of notification of the decision. Such appeals must be in writing and shall be delivered to the Office of the Vice President for Academic Affairs. The Vice President for Academic Affairs will issue a written decision within five (5) business days. The decision of the Vice President for Academic Affairs will be final.