SoD Testing Guidelines:

Each exam will require that the Course Director and at least one other proctor be present the entire time.

All book bags/cell phones/coats etc. must be placed in the front of the room before the start of the exam.

All students taking paper exams must be separated by one or more seats, depending on the size of the classroom. Two rooms or exams after 5 PM may be necessary. Several versions of an exam will be provided by scrambling the order of the questions.

Electronic exams through SOLE should be utilized when feasible effective with the Class of 2017. Fingerprint scanning will be utilized to validate identity.

Students approved for travel to meetings, etc. will be required to take the exam the day before leaving. All other instances such as illness, death in family, etc. will require the student be given a different exam.

All issues regarding academic dishonesty must be reported directly to Dr. DeBiase. The attached protocol must be followed and the academic dishonesty form must be completed.

_______________________________________

Students in the classroom or lab should be seated in alphabetical order for ease in determining absences/identifying students. This action is at the discretion of the course director.
West Virginia University: Academic Dishonesty Reporting Procedure

Instructor Level

1 Instructor detects Academic Dishonesty and Confers with Students

- 1a Instructor presents student with notification of Academic Dishonesty Form
  - 1a1 Student does not accept responsibility and/or sanction
    - 3a Instructor sends material to Chair prior to mediation
  - 2b Student accepts responsibility and instructor's sanction
    - 3b Instructor closes case & sends form to OSJA

Chair Level

- 4 Chair mediates meeting between Student and Instructor
  - 4a Student and Instructor cannot reach consensus
    - 5a Instructor sends Form & Materials to OSJA
  - 4b Student and Instructor reach consensus
    - 5b Instructor closes case & sends form to OSJA

University Level

- 6 OSJA initiates Student Conduct Code Process
- 7 Student conduct board reviews evidence, determines outcome
- 8 Student accepts outcome
- 9 Student appeals outcome
- 10 Provost renders Final Decision

Note: Dean or designee shall act for Chair if Chair has conflict of interest.

[adopted 2-11-08]
West Virginia University
Academic Dishonesty Form
(Defined in WVU Student Conduct Code, Article 3, B1)

STUDENT INFORMATION
Name: ____________________________________________ Permanent Address: ____________________________________________
ID Number: 700-__________________________ Phone Number: ____________________________ Local Address: ____________________________________________
Email Address: ____________________________

LEVEL 1: INSTRUCTOR
Name: ____________________________________________ Campus Address: ____________________________________________
Department: ____________________________ Phone and Email: ____________________________________________

Date Alleged Misconduct Detected:
Describe Alleged Violation of WVU Student Conduct Code—provide relevant details about the infraction (e.g., semester, course, exam, paper, defense):

Proposed Sanction:  
____ Assignment F or Grade Reduction (Instructor files appropriate grade at end of semester)  
____ Course F (Instructor files grade of 'F' at end of semester)  
____ Unforgivable F (Instructor files no grade at end of semester, UF issued by OSJA)  
____ Other/acceptable sanction

RESULT
( ) Student Accepts Responsibility and Instructor's Sanction [send form to OSJA for file]
( ) Student Does not Accept Instructor’s Sanction [move to Mediation with Chair]

Student Signature and Date  Instructor Signature and Date

* LEVEL 2: MEDIATION WITH CHAIR

Department Chair Signature and Date  Decision after Mediation

RESULT
( ) Student and Instructor reach consensus [Send Form to OSJA for File]
( ) Student and Instructor do NOT reach consensus [Charges brought to OSJA]

LEVEL 3: OFFICE OF STUDENT JUDICIAL AFFAIRS (OSJA)

OSJA SIGNS OFF AS BEING NOTIFIED ____________________________ Date ____________________________________________

Instructions for Completing the Academic Dishonesty Form
1) Confront student privately, in person or by phone, about alleged violation and confer with student, normally within five academic days of detection.
2) Complete form, attach pertinent materials, and cite charge of academic dishonesty per WVU Student Conduct Code.
3) Have student indicate whether he or she accepts responsibility as charged. If not, case proceeds to Department Chair.
4) Chair will meet separately with instructor, separately with student, and jointly with student and instructor to gain consensus. If consensus between student and instructor is not possible, case moves to OSJA.
5) At the time of either resolution or appeal, send copy of entire packet to OSJA, 84 Boarman North, PO Box 6430.
6) Make copies of the form and attach pertinent materials for the student and for your records.

Disclaimer: Student may not appeal this academic dishonesty charge through the grade appeal process at levels 1 and 2. Students may appeal at level 3. Note if Department Chair cannot adjudicate due to conflict of interest, the Dean should act on behalf of the Chair.
[adopted 2/1/08]