

## WVU Dental Hygiene Testing and Electronic Media Guidelines

Each exam will require that the Course Director and **at least one other proctor be present the entire exam**. At the discretion of the course director, students in the classroom or lab should be seated in alphabetical order for ease in determining absences/identifying students.

Students must place all book bags/cell phones/coats etc. **in their lockers prior to the start of an exam**. Only dress code attire and implements needed to take the exam are permitted.

*Students may not bring backpacks, briefcases, luggage, reference materials (books, notes, and papers), mobile telephones, personal digital assistants, paging devices, radios, calculators, recording/filming devices, and/or watches with alarms, computer, or memory capability into the testing room.*

### Electronic Exams:

**All students must be promptly seated, logged into SOLE and the Secure Browser, with no paper or electronic devices in the seating area by the start of class on the examination day. For classes utilizing required laptops, students must turn off wireless access on their laptop** during the examinations and use an Ethernet network cable connected to the desktop network port in the classroom while taking the exam. Using a wireless connection **may result in the network timing-out after 20-30 minutes and test answers may be lost.**

All students must bring the following items to the classroom on exam days: **a functional laptop, a working power cable, and a working Ethernet cable**. If your exam is the first item of the day, you should also have a **fully charged set of batteries** (to protect your exam in the event of a power interruption). If you have concerns about the functionality of any of these items, that concern should be resolved prior to exam day.

### Electronic Media Guidelines:

Laptops are to be utilized for the sole purpose of instruction in the classroom, laboratory or clinical setting. Cellular phones +/-or computers are not to be used for any other purpose while in lecture, lab or clinic. If a cell phone goes off in one of these academic settings or a student is found using any electronic device for purposes other than instruction, the student is subject to removal from class and those consequences associated with missing class. Please also see Guidelines for Appropriate Use of Internet, Electronic Networking, and Social Media and HSC Student Computer Program Policies and Procedures.

### Academic Dishonesty:

All issues regarding academic dishonesty must be reported directly to the **Director of Dental Hygiene who will involve the course director, student and the Associate Dean for Academic Affairs**. The attached protocol must be followed and the academic dishonesty form must be completed. Academic dishonesty is a violation of the Behavioral Code of Conduct. **Students found cheating will be subject to academic sanctions up to and including dismissal from the School of Dentistry.**

# ACADEMIC DISHONESTY FORM (ADF)

Defined in Section 6.2.u of the Student Conduct Code



## STUDENT INFORMATION

Name: \_\_\_\_\_  
ID Number: \_\_\_\_\_  
Phone Number: \_\_\_\_\_  
Email Address: \_\_\_\_\_

Permanent Address: \_\_\_\_\_  
Local Address: \_\_\_\_\_

## STEP 1: DISCOVERY LEVEL

Name of Instructor: \_\_\_\_\_  
Department: \_\_\_\_\_  
Campus Address: \_\_\_\_\_  
Email Address: \_\_\_\_\_

Course Name: \_\_\_\_\_  
Semester: \_\_\_\_\_  
CRN: \_\_\_\_\_  
Date Alleged Academic Dishonesty Detected: \_\_\_\_\_

Describe the alleged violation of the WVU Student Conduct Code – Provide relevant details about the infraction and attach evidence (e.g., paper, exam, defense, etc.): \_\_\_\_\_

Proposed Sanction: \_\_\_\_\_ Assignment - O/F or Grade Reduction on the assignment only  
\_\_\_\_\_ Exclusion from participation in class (if appealed, the student remains in class until the issue is resolved)  
\_\_\_\_\_ Course F (Instructor files grade "F" at the end of the semester)  
\_\_\_\_\_ Unforgivable F (imposed by the Dean)  
\_\_\_\_\_ Academic Probation (imposed at the program/department level)  
\_\_\_\_\_ Academic Program Dismissal/Suspension (imposed by the Dean)

## RESULT

\_\_\_\_\_ Student accepts responsibility of the academic dishonesty charge and instructor sanction (send copies to the department chair, the college dean, and the Office of Student Conduct)  
\_\_\_\_\_ Student does not accept responsibility of academic dishonesty charge and instructor sanction (Student must appeal decision)

Student Signature and Date \_\_\_\_\_

Instructor Signature and Date \_\_\_\_\_

## STEP 2: CHAIR LEVEL

Date of Receipt of the Appeal \_\_\_\_\_

RESULT: Appeal Upheld \_\_\_\_\_ Appeal Denied \_\_\_\_\_ Department Signature and Date \_\_\_\_\_

\_\_\_\_\_ Student and instructor reach consensus (copies of the ADF are sent to all parties)  
\_\_\_\_\_ Student does not accept responsibility of academic dishonesty charge and sanction (appeals to college dean)

## STEP 3: DEAN LEVEL

Date of Receipt of the Appeal \_\_\_\_\_

RESULT: Appeal Upheld \_\_\_\_\_ Appeal Denied \_\_\_\_\_ Dean's Signature and Date \_\_\_\_\_

\_\_\_\_\_ Student accepts the charge and sanction (copies of the ADF are sent to all parties); if the recommendation is expulsion from the University, Step 4 below applies.  
\_\_\_\_\_ Student does not accept responsibility of academic dishonesty charge and sanction (appeals to the Office of the Provost)

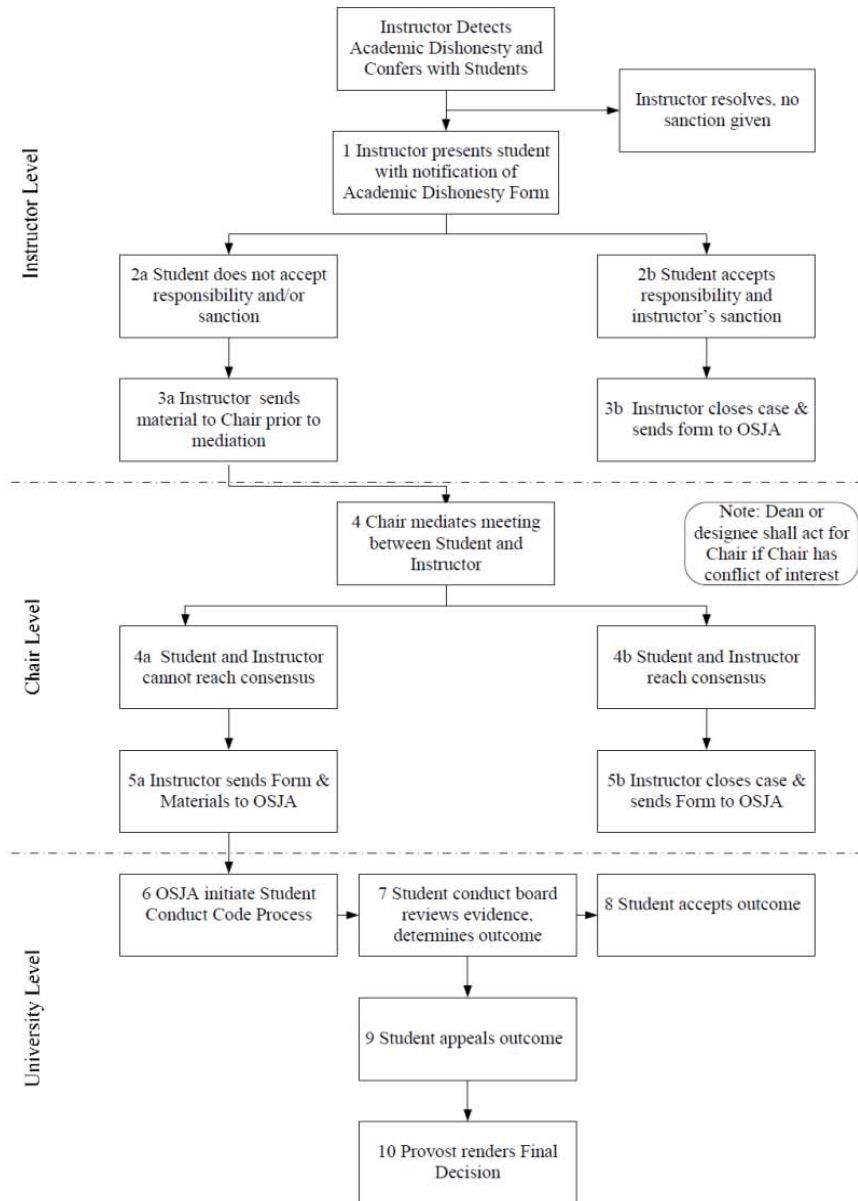
## STEP 4: OFFICE OF THE PROVOST (UNIVERSITY LEVEL)

Date of Receipt of the Appeal \_\_\_\_\_

\_\_\_\_\_ Appeal is denied (sends copies of the decision to the Office of Student Conduct, college dean, instructor, and student)  
\_\_\_\_\_ Provost's designee recommends a modification of sanction(s) imposed (copies of ADF are sent to all parties)

Provost or Designee Signature and Date \_\_\_\_\_

## West Virginia University, Academic Dishonesty Reporting Procedure



[adopted 2-11-08]