

OFFICE

POLICIE

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- The unauthorized assistance of a person other than the course instructor during academic exercises.
- The unauthorized viewing of another person's work during academic exercises.

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In those cases in which the offense is particularly flagrant or where there are other aggravating circumstances,

A suspension issued due to academic dishonesty must be served prior to any degree being awarded to the student.

Graduate Student Repeat

The Office of Academic Affairs will impose suspension or expulsion for confirmed offenses of academic dishonesty. Before consultation with the appropriate department chairs and academic deans.

A student's record of academic dishonesty will be maintained throughout their enrollment in graduate school throughout University. A graduate student may be ineligible for the first offense of academic dishonesty. These confirmed offenses will result in automatic expulsion from the graduate College.

Reporting

Any timely notification of academic dishonesty is ,

In class with the instructor i possess actions and do not refer them to the department
chairperson for advice.

- The ad hoc committee will operate with due respect to the rights of graduate students, faculty, and administrators including the conduct of interviews, the right of all parties to review and discuss all allegations, and the right to fair hearing.
- Within ten (10) days of the hearing, the ad hoc committee will render a written decision and forward it to the graduate student, the individual imposing the sanction, the Dean of the Graduate College, and the CAO.
- If the graduate student is not satisfied with the ad hoc committee's decision, within ten (10) days of receipt of the decision, the graduate student may submit an appeal to the CAO.
- The CAO's review shall be limited to substantive or procedural issues regarding the hearing. The decision of the CAO is final.

Revised by *University Board of Governors*
 August 9, 2022

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Academic Misconduct

Undergraduate and Graduate

This is a detailed statement of student status, including any right or privilege to receive so-called honor, or recognition or certification. A student who is academically dismissed from a limited enrollment program is not eligible to enroll in courses in other programs at the University or student who is academically dismissed from the institution and not eligible to enroll in other courses or programs at the University. The terms of academic dismissal from a program for academic deficiency shall be determined in each case, and published by each of the constituent colleges and schools of the University. Academic dismissal from a program or from the University may also be imposed for violation of the University policy on academic dishonesty. For additional details, see "Academic Rights and Responsibilities."

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Academic Forgiveness

Undergraduate

The academic forgiveness policy allows forgiveness of *D* and *F* grades for purposes of calculating the required Point Average (PA) required for graduation. This policy is designed to help students who left college with low grades. It will be implemented, provided certain conditions are satisfied, where the *D* and *F* report card is not applicable:

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Academic Performance Standards

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Probation Academic De ien i

All und rgr du t stud nts whos Ov r ll or rsh ll PA drops b low 2.0 will b pl c d on Ac d ic

AP

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Introduction

Information technology is playing an increasingly important role in

Violation of these guidelines constitutes unacceptable use of information resources, and any violation of other University policies and/or state and federal law. Suspected or known violations should be reported to the appropriate University computing unit. The appropriate University authorities and/or law enforcement agencies will process violations. Violations may result in revocation of computing resource privileges, academic dishonesty or Honor Council proceedings, faculty, staff or student disciplinary action, or legal action.

The integrity, operation, and security of computing resources require responsible University personnel to monitor and access these systems. To the extent possible in the electronic environment

and notify us of this resource when you do so not provide or support the mission of the University or the state of West Virginia.

- Users and password combinations are your identity and license to use and access limited portions of the IT environment. In this sense they are like your Identification Card or driver's license. Impersonating another individual, or allowing another to impersonate you is not

acceptable.

- The computing systems used for email, WWW, and other technologically updated services are similar to residential room, or assigned work or office space. The space (and so of the content) belongs to the West Virginia University and the state of West Virginia but other personnel in the room belong to you. In this sense you have an obligation to provide reasonable amount of security to protect your personal property but cannot assume full responsibility for it nor guarantee full privacy (if you are concerned about the inadvertent disclosure of information you

should provide the site's in no way).

Similarly, as in your residential room or office space, in the course of normal maintenance of the IT environment, certain information may be seen by those attending to the maintenance. All employees of Information Technology are instructed that the disclosure of this information is punishable offenses (as is the willful intrusion without cause). Also, in similar manner, you are allowed the use of certain space and equipment and are expected to utilize them in responsible manner by taking proper care, providing

Aff irs, Ac d ic Aff irs, or P rsonn l) will x in th v il bl vid nc nd circu st nc s. If p n lty is l vi d, th d cision y b pp l d through th ppropri t ch nn ls.

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work, half day charge accrued annually for the portion of the workday from 8:00 (or the normal start time) until arrival at work.

Daily Code : Includes daily in the opening of classes AND daily in the opening of offices. Days will usually be in the range of one to two hours. Employees do not have to report to their offices until the start of the day. If they believe they cannot travel to work safely by the start of the day, they may charge accrued annually for the work hours from the start of the day until they can next report to work.



In order to provide TO to non-eligible employees, the supervisor must produce a statement to be preserved in the employee's personnel file which will include (1) identification of the affected employee(s) (2) statement that the employee(s) was/were directed by his/her to work or remain at work for any or all of period of inclusion with other employees closing and (3) statement of why it was necessary to require the employee(s) to attend work. A copy of the statement(s) should be sent to Human Resources.

The following should be noted: (1) eligibility for TO is not determined on the basis of being a member of work group or work unit designated (2) statutes of Florida Labor Relations Act (FLA) non-exempt or exempt employees do not apply because the periods of inclusion with other employees closing do not represent overtime (3) no employee is eligible for TO who works on HY

up rvisors ust t k st ps to nsur offic s nd work st tions r op n to ploy s t ll ti wh n
thos ploy s r xp ct d to b t work, including incl nt w th r situ tions nd oth r disruptiv
situ tions.

Fa ulty:

Once op r tions r r su d, d ns, nd d p rt nt lch irs ust t k st ps to nsur th t f culty t
h irs sch dul d cl ss s or substitut s s cur d so th t cl ss sch dul s r t.

De ion Making:

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Ac d ic Aff irs nd th nior Vic Pr sid nt for Ad inistr tion following th consult tion with oth r
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th on s v il bl will k th d cision.

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inc outh Ch rl ston cl ss s do not g n r lly t until l t ft rnoon, n ffort will b d to d cid
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nnounc d by () loc l di , (b) U Al rt, nd (c) Univ rsity w bsit . tud nts y ch ck th st tus of
th ir cl ss s by ch cking th w bsit .

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Proc dur s for d l y d op nings n

provided by site.

activities, e.g. two-hour delay would not

Marshall University is committed to providing equal opportunities for students with disabilities. The College Program for students with disabilities is designed to provide support and resources for students with disabilities. Each of these has specific responsibilities. For more information, please contact the following:

The Office of Accessibility

www.marshall.edu/oa

The Office of Accessibility is responsible for working with students with disabilities to ensure they have equal access to all programs, services, and activities. The Office of Accessibility provides support and resources for students with disabilities, including assistive technology, providing quality education, and ensuring equal access to all programs, services, and activities.

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College Program for students with disabilities

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bers, and employ rs. The Coll g Progr lsc
Jun nd high school su r tr nsition progr d

H.E.L.P. Program

www.marshall.edu/help/

(Focus is on stud nts with Learning disabilities)

Participation in this program requires that students (Education Learning Problems) is located by rs H
H.E.L.P. is a comprehensive academic support program for students with specific Learning Disabilities (LD) and/or Attention Deficit Disorder (ADD). The program offers one-on-one academic tutoring, academic advising, and other services. Participation in the program must have been accepted by the student. For entry to the H.E.L.P. Program, visit our website at www.marshall.edu/help/

Confidentiality and Disability Disclosure

Students with disabilities are entitled to Marshall University under the same nondiscriminatory and processes for all students. Students with disabilities are not required to disclose their disability during the admission process nor during their time at Marshall. However, if they seek accommodations including assistive technology, or auxiliary aids/services, they must disclose their disability to the appropriate office.

Recruiting

Registration

To receive
appointments

confirmation
attendance

with reference
this initial

assistance
Please note

for students
Please note

Courses

Students with disabilities
following policy:

Conditions

A student with disabilities
requesting course substitution

• Completion of the Course
substitution Form. This form

• Verification of the Course
substitution Form from the

• Submission of the Course
substitution Form from the

• Submission of the Course
substitution Form and supporting

• Once the Office of Accessibility
and Accommodations approves

• If there is no such diagnosis

• All confidential information

• All confidential information

• All confidential information

students must schedule in
or to register for services. We
s, take online courses, or r
schedule this initial appointment
and Accommodations director. At
for reasonable accommodations,

in various different intake procedures

Students with disabilities may apply for course substitutions or reasonable accommodations under the following policy:

A student with disabilities requesting course substitution must meet the following conditions:

- Completion of the Course Substitution Form. This form requires that the student be currently (within three years) diagnosed of disability warranting substitution. (The form is available in the Office of Accessibility and Accommodations.) A licensed psychologist, licensed school psychologist, or properly credentialed education specialist must have conducted the diagnosis in the context of learning disability.

- Verification of the Course Substitution Form from the dean of the student's college, that the course for which substitution is requested is not an integral part of the student's course of study. If the course is integral to the course of study the substitution Form request shall not go forward.

- Submission of the Course Substitution Form from the Office of Accessibility and Accommodations.

Submission of the Course Substitution Form and supporting documentation by the student to the Office of Accessibility and Accommodations initiates the process. The Office of Accessibility and Accommodations confirms that the diagnosis of disability is presented by the student and that the disability is known to hinder or prevent successful completion of the course of study for which the substitution is requested. Once the Office of Accessibility and Accommodations approves the request, the form is forwarded to the Dean or Associate Dean. If there is no such diagnosis the request is denied. All confidential information

All confidential information

students, the Office of Accessibility and Accommodations, or the faculty or staff who believe employ of Marshall University filed to or has issues with providing accommodations approved by the Autism Training Center, the H.E.L.P. Center, and/or the Office of Accessibility and Accommodations will submit the Accommodation Complaint Form to the Office of Accessibility and Accommodations. The Office of Accessibility and Accommodations will, within five (5) calendar days, report to the student and the VPAA the result of an investigation of the complaint and the action taken, if any.

If the student, the Office of Accessibility and Accommodations, faculty or staff believe that:

- any agreed to resolution of the matter has not been adhered to or followed, or
- the Accommodations are still not being provided,
- no resolution could be reached concerning the issue, or
- there is a dispute regarding how/what accommodations should be provided,

then the matter may be appealed.

Appeal of Failure to Provide an Accommodation

Step One: The student, the Office of Accessibility and Accommodations, the faculty or staff will submit the Accommodation Complaint Form within two (2) days of the issue or incident of providing accommodations occurs to the Office of the VPAA. This appeal requires that accommodations be provided by licensed physician, psychologist or other appropriate medical professional. In addition, the student, Office of Accessibility and Accommodations, the faculty or staff will provide written statement indicating what resolution attempts, if any, have been taken. Indicate which of the reasons indicated in 2.2 has occurred.

Step Two: The Office of the VPAA will, within five (5) business days, attempt to resolve the appeal. This attempt to resolve may involve meeting with the student, staff of the Autism Training Center, the H.E.L.P. Department, and/or the Office of Accessibility and Accommodations, faculty and staff involved in the appeal, the instructor, chair, dean, and/or others whose expertise may inform their view. The Office of the VPAA will render a decision, including a rationale, in writing no later than five (5) business days. The VPAA may also submit the appeal for further review.

Step Three: If the student, the Office of Accessibility and Accommodations faculty or staff is not satisfied with the decision from Step Two, he or she may forward, within two (2) days of the Step Two decision, the Accommodation Complaint Form to the Office of the Senior Vice President for Academic Affairs and Provost or his/her designee, (VPAA) for review.





