

**CHARLESTON SOUTHERN UNIVERSITY  
OFFICE OF THE REGISTRAR  
MANUAL OF ACADEMIC POLICIES & PROCEDURES**

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Academic Integrity Policy	R-58	1 of	March 25, 2003

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## **A Community of Honor**

As a liberal arts university committed to the Christian faith, Charleston Southern University seeks to develop ethical men and women of disciplined, creative minds and lives that focus on leadership, service, and learning. The Honor System of Charleston Southern University is designed to provide an academic community of trust in which students can enjoy the opportunity to grow both intellectually and personally. For these purposes, the following rules and guidelines will be applied.

### **Academic Dishonesty**

"Academic Dishonesty" is the transfer, receipt, or use of academic information, or the attempted transfer, receipt, or use of academic information in a manner not authorized by the instructor or by university rules. It includes, but is not limited to, cheating, plagiarism and forgery as well as aiding or encouraging another to commit academic dishonesty.

"Cheating" is defined as wrongfully giving, taking, or presenting any information or material borrowed from another source - including the Internet by a student with the intent of aiding himself or another on academic work. This includes, but is not limited to a test, examination, presentation, experiment, or any written assignment, which is considered in any way in the determination of the final grade.

"Plagiarism" is the taking or attempted taking of an idea, a writing, a graphic, music composition, art, or datum of another person or the use of any Artificial Intelligence (AI) platform without giving proper credit and presenting or attempting to present it as one's own with or without intent. It is also taking written materials of one's own that have been used for a previous course assignment and using it without reference to it in its original form.

Students are encouraged to ask their instructor(s) for clarification regarding their academic dishonesty standards. Instructors are encouraged to include academic dishonesty/integrity standards on their course syllabi.

### **Procedure for a violation that occurs while taking a course**

A. It is the responsibility of an instructor to certify that academic assignments are independently mastered sufficiently to merit course credit. The responsibility of the student is to independently master academic assignments, refrain from acts of academic dishonesty, and refuse to aid or tolerate the academic dishonesty of others.

B. Once an instructor determines that the student is guilty of academic dishonesty, the instructor has ten days to notify the student and the Office of the Registrar of such occurrence. The instructor informs the student either in person or by e-mail. In the event the instructor cannot

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reach the student, such as when the student has gone home at the end of a semester, the instructor may choose to assign a grade of "I" (Incomplete) until the matter of academic dishonesty can be discussed. The instructor then completes the "Academic Violation Form," which should include evidence and other necessary documentation. The instructor will determine the appropriate penalty: either to assign a grade of zero on that assignment in question or a grade of "F" in the course. The student will designate whether he/she accepts the penalty for the violation of the Academic Integrity Policy or wishes to appeal the instructor's decision. If a student elects to appeal, the "appeal due date" line will be completed on the Academic Violation Form by the Registrar's office upon receiving the form. (See the Appeals section below for more information regarding the appeals process)

C. Upon completion, the instructor forwards the Academic Violation Form to the Registrar's office for the placement in the student's academic records. The Registrar will forward copies of



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Chair will appoint two voting graduate faculty members to assist with the appeal. Faculty members are elected for three-year terms and will fill out their terms even as the Committee transitions from a larger elected group to the precise composition of members described here. Service dates are staggered, so only some positions are up for election each year. The two student members are appointed by the Student Government Association officers for one-year terms. Students who have been found guilty of an academic misconduct violation may not serve on the Academic Integrity Appeals Committee. If a member of the Academic Integrity Appeals Committee is unavailable, is involved in the matter being appealed, or feels that he/she must excuse himself/herself, then that member will be replaced. It is expected that faculty and student members who have personal biases that may hinder impartiality regarding the professor or student will personally recuse himself or herself. If the member being replaced is a faculty member, then the provost or VPAA will select the replacement. Similarly, if the member being replaced is a student, then the Student Government Association officers or dean of students will select the replacement. The Academic Integrity Appeals Committee is distinct from the Faculty Appeals Committee that hears appeals of final grades as defined in policy R-45 of the CSU Policy and Procedure Manual.

F. A student who has had two Academic Violation Forms (AVF) placed in his or her academic record will be sent the Academic Dishonesty Restoration Process (ADRP). If the student wishes to restore his or her FD grade to an F, they must successfully complete the prescribed ADRP and reach a 12-month waiting period since that last offense. The student must complete the packet and return to the Office of the Registrar within 60 (sixty) calendar days of receipt of the packet. Expelled students who have had three AVFs in their file may not utilize this process. This process may be used only once to remove only one FD. Successful completion of the process will not remove the AVF from the file.

Once the completed ADRP documents are submitted to the Registrar, the Academic Integrity Committee will be notified and will have 10 regularly scheduled class days to review the document and set a specific meeting time for the student to address the committee in person or via electronic video conferencing. The committee will offer two meeting times to the student, and the student bears responsibility to make one of the two proposed times. This meeting will allow the Committee to validate answers and to determine whether the student has learned through this process.

After the meeting and within 10 regularly scheduled class days of the meeting, the Academic Integrity Committee will vote to either 1) accept the ADRP work as is and thus remove the FD for an F grade, 2) reject the ADRP work as is and thus keep the FD grade, or 3) require more work from the student before requiring an additional meeting to make a final determination.

Note: During the appeals process, the student may continue to attend the class in which the violation occurred.

**Procedure for a violation that occurs outside of a course**

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For any former or current student who is guilty of aiding and abetting another student in committing an academic integrity violation within another course, the following penalties (A-C below) will apply. Examples of inappropriate aiding and abetting would include posting to an online service papers or other work submitted to earn a grade.

A. If the violation is the student's first academic integrity violation, then the violation will be placed into the student's permanent file with the Registrar.

B. If the violation is the student's second academic integrity violation, then the student will receive a denotation on his/her transcript indicating an academic integrity violation. The student is then permanently barred from membership in any honorary society and is permanently ineligible for any CSU honor list. Graduate students should refer to the academic catalog for additional information about consequences.

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