



## ACADEMIC POLICY

# LAS Academic Conduct Policy

### POLICY STATEMENT

The purpose of this policy is to address academic conduct issues within the School of Liberal Arts and Sciences.

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### DEFINITIONS

**NSHE:** The Nevada System of Higher Education, a system of universities, colleges, research, and public service units of the University of Nevada.

**College:** Nevada State College

**NSC:** Nevada State College

**School:** The School of Liberal Arts and Sciences

**LAS:** The School of Liberal Arts and Sciences

**Student:** All persons taking courses at Nevada State College, either full-time or part-time. Persons who are officially enrolled but are not taking any course(s) in a particular term are also considered students. This includes individuals who have applied for admission to the institution or have been notified of their acceptance for admission. A person considered a student remains so until a conduct matter is resolved, even if s/he leaves the College prior to resolution of the matter.

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### PROCEDURES

#### I. **Standards of Conduct and Academic Integrity**

The School of Liberal Arts and Sciences (LAS) shares Nevada State College's (NSC) philosophy of valuing and establishing high standards of conduct and academic integrity for our students. The policies and procedures for the resolution of student academic misconduct and non-academic misconduct are intended to teach students to live and act responsibly in a community. As students participate in both the LAS and NSC communities, they are responsible for their own actions and are subject to local, state, and federal laws as well as all School, College, and Nevada System of Higher Education (NSHE) policies, procedures, rules, and regulations. Any student who registers for courses in LAS is also responsible for knowing and complying with the policies, procedures, rules, and regulations contained in each LAS course, laboratory, and other LAS or NSC sponsored academic activities (e.g., field trips or internships).

## II. Types of Misconduct

- A. **Non-Academic Misconduct:** Allegations of non-academic misconduct, examples of which are outlined in the [NSC Student Code of Conduct \(SA 5\)](#), against a student of LAS (or a student registered in any LAS course) shall be addressed pursuant to the procedures set forth in the [NSC Student Code of Conduct \(SA 5\)](#) and administered by the Dean of Students and/or Student Conduct Officer under the authority of the Office of the Provost.
- B. **Academic Misconduct:** Allegations of academic misconduct (e.g., cheating, plagiarism, or violations of course or classroom policies) against a student of LAS (or a student registered in any LAS course) shall be addressed by the School in accordance with procedures set forth in the present policy, which closely follows the [Academic Standards \(SA9\)](#) established by NSC. Some forms of non-academic misconduct may also involve academic components, and those academic components may be addressed by the School pursuant to the procedures set forth in the present policy.

## III. Examples of Academic Misconduct

Academic integrity is a fundamental value in LAS and NSC and is centered on honesty, trust, fairness, respect, and responsibility. Supporting and affirming these values is essential to promoting and maintaining a high level of academic integrity and proper conduct. A violation of academic integrity is an act that is harmful to students, faculty, and ultimately, the institution. Examples of academic misconduct include, but are not limited to:

- A. Cheating: the deception about one's own work or about the work of another. Examples of cheating include, but are not limited to:
  - 1. Submitting another's work as one's own or allowing another to submit one's work as though it were their own.
  - 2. Several people completing an assignment that was not explicitly assigned as a group project and turning in multiple copies, all represented either implicitly or explicitly as individual work.
  - 3. The use of a textbook or notes during an examination without the explicit permission of the instructor. This includes online and take-home exams.
  - 4. Looking at the paper, screen, or work of another student during an exam.
  - 5. Giving or receiving unauthorized help on assignments.
  - 6. Stealing a problem solution from an instructor.
  - 7. Tampering with experimental data to obtain 'desired' results or creating results for experiments not completed.
  - 8. Tampering with or destroying the work of others.
  - 9. Submitting substantial portions of the same academic work more than once without permission of the instructor.
  - 10. Falsifying college records, forms, or other documents.
  - 11. Falsifying clinical hours, supervised field experience hours, student teaching hours, or internship hours.
  - 12. Unauthorized access of computer systems or files.
  - 13. Attempting to bribe an instructor or administrator.
- B. Plagiarism: Failure to properly acknowledge authorities quoted, cited, or consulted in the preparation of written work. Examples of plagiarism include, but are not limited to:
  - 1. Directly quoting, summarizing, or paraphrasing the work of others without specific indication of sources, or handing in work that is not the student's own.
  - 2. Copying and/or presenting the words of others as one's own writing, including from Internet sources.

3. Copying words, even if you cite the sources, unless appropriate quotation is noted.
  4. Expressing in your own words someone else's ideas as your own.
- C. Other academic-related violations of course, classroom, or laboratory policies, procedures, rules, and/or regulations.

#### **IV. Procedures for Academic Misconduct**

A faculty member who suspects a student of academic misconduct shall notify the student and offer the student an opportunity for an initial meeting to discuss the allegation and to present any relevant information. When possible, this initial meeting shall occur within seven (7) calendar days of discovery of the alleged violation. Proceedings in case discussions are informal and non-adversarial. The faculty member may make a verbal agreement on, or provide the student with a written or electronic notice of, a scheduled meeting. The student or the faculty member may also request to have the Department Chair or their designee present at the meeting. The purpose of this initial meeting is to review and discuss the charges before a decision is reached. The faculty member may use documentary evidence provided the student is allowed to respond to it at the meeting. At this initial meeting, the following results may occur:

- A. The allegations are dismissed and the case is closed thereafter;
- B. The student accepts responsibility for the violation and accepts the academic sanction(s) proposed by the faculty member, the sanction is imposed and the case is closed thereafter;
- C. The student accepts responsibility for the violation but does not accept the sanction and requests a hearing;
- D. The student does not accept responsibility for the violation and requests a hearing.

All incidents of academic misconduct that follow the above procedure must be reported to the Dean of LAS and the Dean of Students in the Office of the Provost.

#### **V. Academic Sanctions**

The following academic sanctions, or combination of sanctions, may be imposed if a student has admitted responsibility for the misconduct or if the hearing board has found the student responsible. The severity of the misconduct and/or number of reported incidents of misconduct will be considered when assigning the academic sanction(s).

- A. Cancel the student's enrollment in the course without a grade, with prior permission and in consultation with the Department Chair and Dean of LAS.
- B. Issue a warning to the student and/or a corrective measure such as redoing an assignment with or without a reduction in grade.
- C. Assign a grade of "0" or "F" for an assignment.
- D. Assign a grade of "F" in the course, with prior permission and in consultation with the Department Chair and Dean of LAS.
- E. Prohibit the usage and/or access of certain classroom or laboratory equipment, materials, software, and/or data. Consequently, a student's grade on assignments or in the course overall may be severely impacted.

#### **VI. Disciplinary Sanctions**

In addition to the academic sanction(s) imposed by the faculty member, disciplinary sanctions may also be imposed in accordance with the [NSC Student Code of Conduct \(SA 5\)](#) and administered by the Dean of Students and/or Student Conduct Officer. The severity of

the misconduct and/or number of reported incidents of misconduct will be considered when assigning the disciplinary sanction(s).

**VII. Appeal Process**

A student may appeal a decision made under Section IV of this policy. If the student chooses to appeal the decision and request a hearing, the following process will be followed:

- A. The student must appeal, in writing, to the Dean of LAS, within ten (10) calendar days after the meeting takes place under Section IV of this policy.
- B. Within five (5) calendar days of receiving the appeal letter, the Dean of LAS will notify the faculty member of the appeal.
- C. The hearing will be scheduled between 10-21 calendar days from the date of the appeal being received by the Dean of LAS.

**VIII. Hearing Board**

The Hearing Board shall consist of the following members with due consideration being given to possible conflicts of interest:

- A. Two (2) undergraduate students. Students will be selected from a standing LAS Student Conduct Board. Students selected for this board will undergo conduct training by the Dean of Students and Student Conduct Officer.
- B. Three (3) faculty members (excluding the instructor of the course where the violation(s) occurred), one serving as the Chair of the board. To ensure the impartiality of the Hearing Board, at least one member must be appointed from programs other than those in which the case originated and in which the accused student is majoring. That said, at least one member must be appointed from the same program in which the case originated in order to provide discipline or program-specific knowledge and context to the alleged violation.

**IX. Hearing Procedure**

- A. The hearing will be held within twenty-one (21) calendar days from when the student requests a hearing (Section IV).
- B. The Dean of LAS will call the accused student to appear before the hearing board.
- C. The student has the right to be accompanied by one (1) advisor, if desired. The advisor may be an attorney. If the student selects an advisor, the advisor/attorney is not permitted to speak during the hearing. If the student wishes to be accompanied by an advisor or an attorney, the board must be notified at least forty-eight (48) hours in advance.
- D. The Dean of LAS will state the content of the report of alleged academic misconduct and the specific charges made.
- E. The student may then present evidence on their own behalf.
- F. The board will then dismiss the student from the room and call the respective faculty member into the room. The accused student and faculty member will not appear before the board at the same time.
- G. The faculty member may be accompanied by an advisor or by an attorney whenever the student chooses such counsel. The advisor/attorney is not permitted to speak during the hearing.
- H. The faculty member may then present evidence against the student. Examples of evidence include but are not limited to: the document or exam that was plagiarized; emails; the instructor's research; witness statements; or pictures. The chair of the board may call other witnesses as well.
- I. The board members will then meet in closed session to make a final decision.
- J. If the student is found to be responsible:

- a. The board will inform the instructor, the Dean of LAS, and the Dean of Students of the academic sanction to be imposed.
- b. The Dean of Students and/or Student Conduct Officer may choose to also impose disciplinary sanctions in accordance with the [NSC Student Code of Conduct \(SA 5\)](#). The severity of the misconduct and/or number of reported incidents of misconduct will be considered when assigning disciplinary sanction(s).

## FORMS/INSTRUCTIONS

None

## CONTACTS

UNIT	CONTACT	PHONE	EMAIL
School of Liberal Arts & Sciences	Elizabeth Gunn	702-992-2623	<a href="mailto:Elizabeth.Gunn@nsc.edu">Elizabeth.Gunn@nsc.edu</a>

## RELATED INFORMATION

NSC Student Code of Conduct (SA 5)  
Academic Standards (SA9)

## HISTORY

Revised July 29, 2021 to add new dean and new departments. Sections on the hearing board and hearing procedure were also revised.

## APPROVAL SIGNATURES PAGE

### Director, Department of Business

Print Name: Neil Longley

Signature: *Neil Longley*

Date: 08 / 27 / 2021

	Denial	Approval	Approval w/ condition*
Recommendation (check one)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

### Chair, Department of Data, Media, & Design

Print Name: Adam Davis

Signature: *Adam Davis*

Date: 08 / 31 / 2021

	Denial	Approval	Approval w/ condition*
Recommendation (check one)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

**Chair, Department of History, Law, & Society**

Print Name: Lance Hignite

Signature: *Lance R. Hignite*

Date: 08 / 26 / 2021

	Denial	Approval	Approval w/ condition*
Recommendation (check one)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

**Chair, Department of Humanities**

Print Name: Joanna Shearer

Signature: *Joanna Shearer*

Date: 09 / 02 / 2021

	Denial	Approval	Approval w/ condition*
Recommendation (check one)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

**Chair, Department of Physical & Life Sciences**

Print Name: Bryan Sigel

Signature: *Bryan Sigel*

Date: 08 / 26 / 2021

	Denial	Approval	Approval w/ condition*
Recommendation (check one)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

**Chair, Department of Psychology & Counseling**

Print Name: Shantal Marshall

Signature: *Shantal Marshall*

Date: 08 / 27 / 2021

	Denial	Approval	Approval w/ condition*
Recommendation (check one)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

**Dean, School of Liberal Arts & Sciences**

Print Name: Elizabeth Gunn

Signature: *Elizabeth Gunn*

Date: 08 / 26 / 2021

	Denial*	Approval
Final Decision	<input type="checkbox"/>	<input checked="" type="checkbox"/>

\*Attach rationale for denial or conditional approval