

WAYNESBURG UNIVERSITY

2025-2026 Academic Catalog Addendum

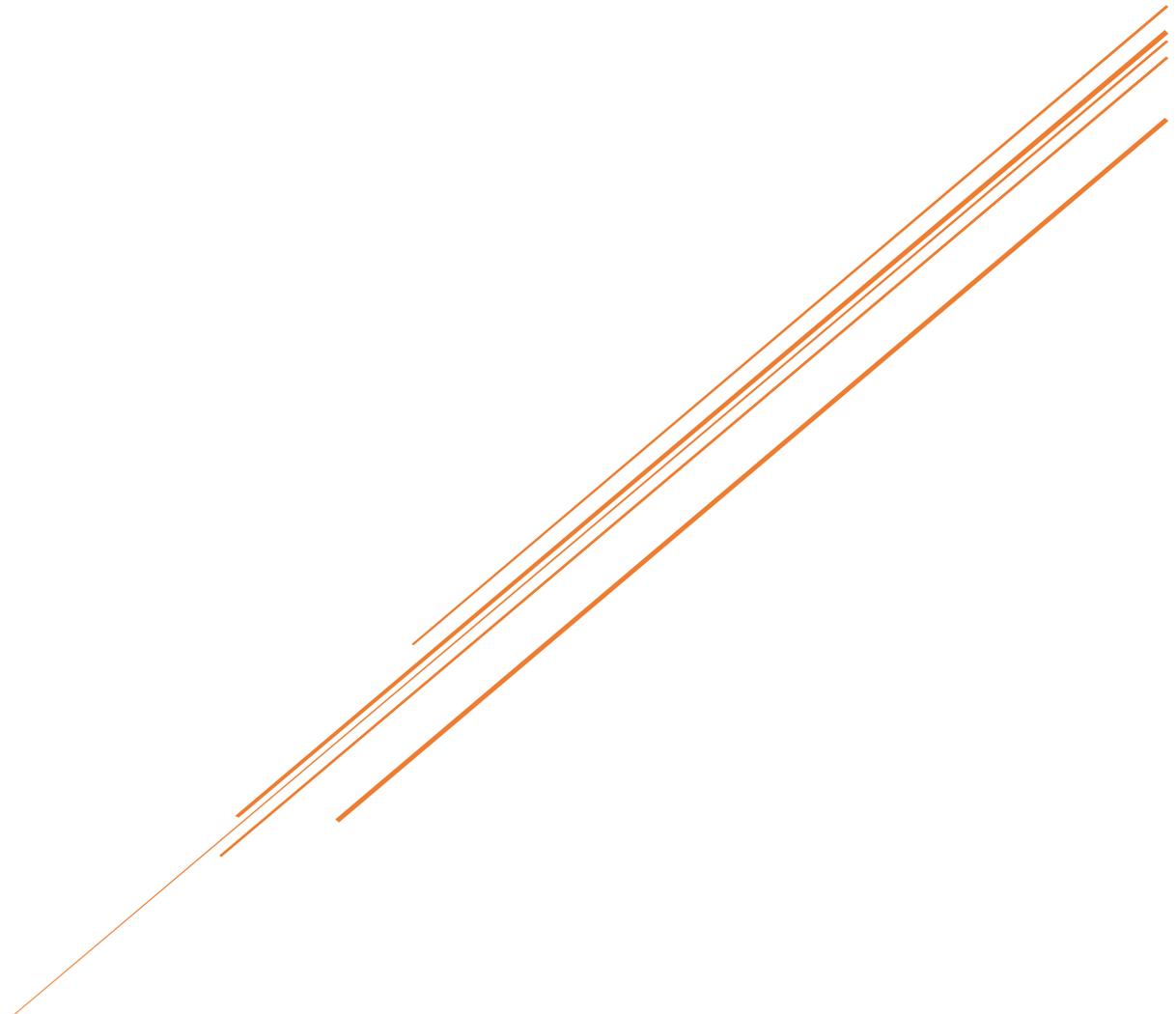


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ADDENDUM

(Effective January 1, 2026)

** * * This document contains changes to the catalog made after the release date. * * **

Academic Integrity Policy

The principles of truth and honesty are recognized as fundamental to a community of teachers and scholars. The University has a responsibility for maintaining academic integrity to protect the quality of education, research, and co-curricular activities on our campus and to protect those who depend upon our integrity. The following policy describes how we understand academic integrity and outlines the academic integrity violation procedure for faculty and students at Waynesburg University.

Each member of the University community expects that both faculty and students will honor the principles of academic integrity. Faculty will exercise care in the planning and supervision of academic work, so that honest effort will be positively encouraged. It is the responsibility of the student to refrain from academic dishonesty and from conduct which aids others in academic dishonesty. This responsibility means that all academic work will be done by the student to whom it is assigned without unauthorized aid of any kind. Examples of academic integrity violations are outlined in the definitions section below.

Academic Integrity: Student Regulations

The principles of truth and honesty are recognized as fundamental to a community of scholars. The University expects that students will honor these principles and in so doing protect the validity of the University grading system.

1. No student shall knowingly, without proper authorization, procure, provide or accept any materials which contain questions or answers to any examination or assignment to be given on a subsequent date.
2. No student shall, without proper authorization, complete, in part or in total, any examination or assignment for another person.
3. No student shall, without proper authorization, knowingly allow any examination or assignment to be completed, in part or in total, for him or her by another person.
4. No student shall knowingly plagiarize or copy the work of another and submit it as his or her own.
5. Students shall provide honest effort to provide proper credit for academic resources in accordance with the University catalog, course syllabus, and course assignment.

Academic Integrity: Definitions

Academic dishonesty includes, but is not limited to:

Cheating: Intentionally misrepresenting the source, nature, or other conditions of academic work so as to accrue undeserved credit, or to cooperate with someone else in such misrepresentation of the work of others. As defined, “cheating” includes, but is not limited to:

1. Obtaining or retaining partial or whole copies of examinations, tests, or quizzes before they are distributed for student use.
2. Using notes, textbooks, or other information or equipment (e.g., calculators and other technological devices) in examinations, tests, and quizzes except as expressly permitted.
3. Obtaining confidential information about examinations, tests, or quizzes other than that

released by the instructor.

4. Securing, giving, or exchanging information during examinations.
5. Presenting data or other assignments prepared by another person or group as one's own.
6. Falsifying experimental data or information.
7. Having another person take one's place for any academic performance without the specific knowledge and permission of the department chair.
8. Without the express permission of the instructor, submitting work previously submitted for another course.
9. Cooperating with another to do one or more of the above.

Plagiarism: Taking and presenting as one's own a material portion of the ideas or words of another or to present as one's own an idea or words derived from an existing source without full and proper credit to the source of the ideas, words, or work. As defined, "plagiarism" includes, but is not limited to:

1. Copying words, sentences, and paragraphs directly from the work of another without proper credit.
2. Copying illustrations, figures, photographs, drawings, models, or other visual and nonverbal material (including recordings) of another without proper credit.
3. Presenting work prepared by another in final or draft form as one's own without citing the source, such as the use of purchased research papers.
4. Taking and presenting another's ideas as one's own.

Fabrication: Intentional falsification or invention of any information or citation in an academic exercise.

Fabrication includes but is not limited to:

1. "Invented" information may not be used in any laboratory experiment or other academic exercise without notice to and authorization from the instructor or examiner.
2. Students must acknowledge reliance upon the actual source from which cited information was obtained.

Facilitating: Intentionally or knowingly helping or attempting to help another to commit an act of academic dishonesty. Facilitating includes but is not limited to:

1. A student who knowingly allowed another to copy from his or her work would be in violation of this section.
2. Proxy Taking Exam: A student taking an exam by proxy for someone else is an infringement of academic integrity on the part of both the student enrolled in the course and the proxy substitute.

Bribes, Favors, and/or Threats: Bribing or attempting to bribe, promising favors to or making threats against any person, with the intention of affecting a record of a grade or evaluation of academic performance. This includes students who conspire with another person who then takes action on behalf of the student.

Interference and Computer-Related Infractions:

1. Depriving students of fair access to and reasonable use of educational resources (e.g., computer facilities, electronic data, required/reserved readings, or referenced works).
2. Tampering with, altering, circumventing, or destroying electronic resources or data used for student projects.
3. Computer-related infractions defined by federal laws, state statutes, or contracts with the University (such as unauthorized use of computer licenses, copyrighted materials, intellectual property, or trade secrets).

4. Unauthorized student use of academic or administrative computer resources for non-educational, private, or commercial purposes.
5. Misconduct in testing situations including but not limited to: opening other browsers, using aid from other electronic devices, failing to properly submit exams/academic work
6. Unauthorized use of generative AI tools or any other AI system
 - Unless explicitly permitted by the instructor, use of AI technologies to complete assignments or assessments (for example, exams or quizzes) is not permitted
 - If permitted, when incorporating any text, data, calculations, or other context generated by AI technologies, students must clearly cite and attribute the AI source material just as they would for traditional sources. Attribution should follow the citation style prescribed for the course or discipline.
 - Unless explicitly permitted by the instructor, use of grammar and editing software, including but not limited to Grammarly, is not permitted.
 - If permitted, students must clearly cite and attribute the grammar editing software source material just as they would for traditional sources. Attribution should follow the citation style prescribed for the course or discipline.

Academic Integrity: Violation Procedures

If any instance of academic dishonesty is discovered by an instructor, it is the instructor's responsibility to inform the student in writing of the accusation along with a proposed sanction. Students suspected of cheating, plagiarism, unauthorized use of artificial intelligence, or other academic integrity violations by a professor will normally receive sanctions such as an "F" in either the course or on the particular test or assignment, at the faculty member's discretion.

The process for submitting a suspected academic integrity violation is as follows:

Faculty Responsibility:

1. The faculty member will provide written notice of the suspected violation to the student and their department chair within one week of the suspected violation.
 - a. Faculty should note any evidence or information that substantiates their claim in this email.
 - b. Faculty are expected to provide students with information for appealing the suspected violation by referring them to this procedure and linking the Academic Integrity Violation FAQs page in the email.
2. The communication sent to the student will then be documented by the faculty member in the University referral system (MUM), which will alert Academic Affairs of the suspected violation.
 - a. Academic Integrity violations submitted in MUM will only be visible to the Director of Records and Registration, the Provost, and the MUM administrator(s).
 - b. If a faculty member determines, after meeting with the student as recommended above, that no violation has occurred, they are required to submit a resolution in MUM which will be shared with Academic Affairs.

Acceptance or Appeal Process:

3. When the incident is reported, students may accept the proposed sanction by the faculty member or deny the allegation as charged by the instructor.
 - a. If the accusation is accepted, no further action is required by the student.
 - b. If the allegation is denied, the student must submit a written appeal to the Academic Standards and Procedures Committee by emailing the Director of Records & Registration within three (3) class days of their initial notice.

4. If the student denies the allegation and pursues an appeal, they will be contacted by an Academic Affairs representative, who will contact them to get more information within a week of their appeal submission.
5. The same Academic Affairs representative will be tasked with investigating the appeal further if more information is needed. This may include contacting faculty, staff, or students with information on the suspected academic dishonesty violation depending on the accusation.
6. The information discovered through the initial referral, student appeal, and Academic Affairs investigation will be brought before the Academic Standards and Procedure Committee for consideration. The Academic Standards and Procedures Committee will be charged with determining whether the faculty allegation can be substantiated and will report its decision in writing to Academic Affairs, the student, and the faculty member. The committee may find:
 - a. That the allegation is founded, and the sanction(s) are appropriate
 - b. That the allegation is founded and that the sanction(s) should be reconsidered
 - c. That the allegation is not founded because it cannot be substantiated
7. Following the committee's written decision, students or faculty may, within three (3) days, appeal in writing the decision of the panel to the Provost.
8. The Provost will review the information provided and report their conclusion in writing to the student, the faculty member, and the Chair of the Academic Standards and Procedures Committee.
 - a. When in the judgement of the Provost, action other than or in addition to a failing grade in the course is warranted, such action, including suspension, dismissal, or expulsion, will be determined by the Provost and communicated in writing to the students.

If at any point during the appeal process prejudicial wrongdoing is found on the part of the faculty member, the academic department chair will be notified and will be responsible for reviewing the assignment and assigning the grade. In instances when prejudicial wrongdoing is determined and the faculty member is also the department chair, the Provost will be responsible for reviewing the student assignment and assigning the grade. Any exceptions to this policy must be made through the Office of the Provost.

Explanation of Semester Hours, Grades of Scholarship and Grade Points

Incomplete — The mark, I, is given if the work of the course is satisfactory but not completed and may be removed by completing the unfinished work. Under no consideration, however, is the mark, I, given to a student whose work has been below the passing grade D-. Such student is given the grade F. Incompletes are not given except in the case of extenuating circumstances (such as serious illness or death in the family).

The student is responsible for filing a [Request for Incomplete Grade](#) form. If approval is granted, the instructor of the course is responsible for filing an [Incomplete Grade Remediation Form](#) in which he/she specifies the requirements for completing the work and designates a default letter grade if no further work is submitted. Links for both forms are also available in myConnect on the Records and Registration tab. An incomplete must be made up no later than the end of the academic semester following the one in which the work reported incomplete is

taken, or sooner if required by the Incomplete Remediation Form. An incomplete not made up will be converted to the default grade specified on the Incomplete Remediation Form automatically. Exceptions to this policy require written approval from the Provost.