Definition of Institutional Staff Member
An institutional staff member includes any individual who performs work for the institution or the athletics department, even if the individual is a student at the institution (e.g., student manager, student trainer) and/or does not receive compensation from the institution for performing such services (e.g., volunteer coaches, undergraduate assistant coaches and graduate assistant coaches).

Academic Integrity
Section 1.00 of MSU’s General Student Regulations (Protection of Scholarship and Grades) states that no student shall:
- Claim or submit the academic work of another as one’s own;
- Procure, provide or accept or use any materials containing questions or answers to any examination or assignment without proper authorization;
- Complete or attempt to complete any assignment or examination for another individual without proper authorization;
- Allow any examination or assignment to be completed for oneself, in part or in total, by another without proper authorization;
- Alter, tamper with, appropriate, destroy or otherwise interfere with the research, resources, or other academic work of another person; or
- Fabricate or falsify data or results.

Academic Issues
The NCAA strictly prohibits any institutional staff member (e.g., coach, professor, tutor, teaching assistant, student manager, student trainer) from arranging for fraudulent academic credit for a student-athlete. This prohibition includes, but is not limited to, the following:
- Completing homework for a student-athlete.
- Typing or writing a paper and/or an assignment for a student-athlete.
- Providing answers to homework or exams for a student-athlete.
- Sitting in or taking notes and/or an exam for a student-athlete.

NCAA Violation
Academic fraud becomes a violation of NCAA ethical conduct legislation when:
1. An institutional staff member knowingly is involved in arranging fraudulent academic credit or false transcripts for a prospective or enrolled student-athlete, regardless of whether the institutional staff member acted alone or in concert with the prospective or enrolled student-athlete.
2. A student-athlete, acting alone or in concert with others, knowingly becomes involved in arranging fraudulent academic credit or false transcripts, regardless of whether such conduct results in an erroneous declaration of eligibility.
3. If a student-athlete commits an academic offense (e.g., cheating on a test, plagiarism on a term paper) with no involvement of an institutional staff member, the institution is not required to report a violation of Bylaw 10.1-(b), unless the academic offense results in an erroneous declaration of eligibility and the student-athlete subsequently competes for the institution.

Student-athletes found in violation of ethical conduct legislation involving academic fraud will be declared immediately ineligible for intercollegiate competition until their eligibility is reinstated. A student-athlete who is involved in academic fraud will be withheld from one season of competition and will be charged with a season of competition.

**Responsibility to Report Incidents of Academic Fraud**

It is the tutor’s responsibility to report ALL incidents of academic fraud to Student-Athlete Support Services and/or the Office of Compliance Services. A tutor who has knowledge of a student-athlete not completing his/her own work or a student-athlete receiving improper assistance from another tutor, student, faculty or staff member must report that information to Student-Athlete Support Services and/or the Office of Compliance Services. Failure to do so can result in a termination of employment with MSU and Student-Athlete Support Services.