

NORTH CENTRAL STATE COLLEGE

JUDICIAL CODE

The policies of North Central State College and statements regarding values and objectives of the College are intended as non-contractual expressions of College goals and expectations; no guarantees are possible in an environment characterized by competing priorities, funding uncertainties, and the independent actions of many individuals. Questions or comments may be referred to the Dean of Student Services.

North Central State College is a learning community in which all persons--students, faculty, administration and staff--share responsibility for its growth and continued welfare. As members of the College community, students can reasonably expect that the following rights will be respected by all College offices, programs, employees, and organizations. North Central State College further encourages all members of the College community to endorse, support, and abide by the following statement of values, which this community has deemed fundamental to its mission and integral to its growth.

Rights and Responsibilities

ACADEMIC PURSUITS

Students have the right to accurate and plainly stated information relating to maintenance of acceptable academic standing, graduation requirements, and individual course objectives and requirements. Students can expect instruction from designated instructors at appointed class times and reasonable access to those instructors. Students have the responsibility to attend class and know their appropriate academic requirements.

QUALITY ENVIRONMENT

Students have the right to expect a reasonably safe environment supportive of the College's mission and their own educational goals. Students have the responsibility to protect and maintain that environment and to protect themselves from all hazards to the extent that reasonable behavior and precaution can avoid risk.

NON-DISCRIMINATION

Students have the right not to be discriminated against by any agent or organization of North Central State College for reasons of age, creed, ethnic or national origin, gender, disability, marital status, political or social affiliation, race, religion, or sexual orientation. In their individual roles as members of student organizations, students have the responsibility not to discriminate against others.

SPEECH/EXPRESSION

Students have the right to express themselves freely on any subject provided they do so in a manner that does not violate the Code of Student Conduct. Students in turn have the responsibility to respect the rights of all members of the College to exercise these freedoms.

ASSEMBLY/PROTEST

Students have the right to assemble in an orderly manner and engage in peaceful protest, demonstration, and picketing which does not disrupt the functions of the College, threaten the health or safety of any person, or violate the Code of Student Conduct. Peaceful protest, demonstration, or marches must be conducted pursuant to the following time, place and manner regulations. First, these activities are not permitted inside College buildings. Parking Lot #10, behind the Health Sciences Center, is the designated area for assembly, marches or demonstrations by NC State students. Second, requests for approval to use North Central State College property for the purpose of conducting a demonstration or march activity must be made in writing to the Dean of Student Services or his/her designee at least five (5) working days in advance of the anticipated activity. Third, in the event that a specific activity is determined to be disruptive, any one of the following persons is authorized to terminate the activity: (1) the vice presidents of the College or their designee; (2) the Dean of Student Services or a designee; (3) a representative of the Campus Security department; (4) or the President or a designee.

FUNDAMENTAL FAIRNESS

Students have the right to fundamental fairness before formal disciplinary sanctions are imposed by the College for violations of the Code of Student Conduct - as provided in the published procedures of the College's Judicial System or other official College publications. Students have the right to written notice and the opportunity for a hearing before any change in status is incurred for disciplinary reasons unless a significant threat to persons or property exists. (See section entitled Interim Suspension, p. 7.)

CONFIDENTIALITY

Students have the right to access and control access to their education records as provided in the federal *Family Educational Rights and Privacy Act of 1974*, also known as the Buckley Amendment. These include the rights to review and challenge the content of educational records, to control disclosure of personal and academic information to third parties, and to limit the routine disclosure of all or some information defined as "directory information" by the Act.*

Please note that there are specified exceptions to FERPA, and therefore the student's right to access and privacy is not absolute.

*The above statement is also true for international students except where specified by the legislation, rules, and regulations governing the particular visa status.

PRIVACY/SEARCH/SEIZURE

Students have the right of privacy and to be free from unreasonable searches or unlawful arrest on College property. Students have the responsibility to respect the privacy of other members of the College community in their person and in their place of residence.

RELIGION/ASSOCIATION

Students have the right to exercise their religious convictions and associate with religious, political, or other organizations of their choice, provided they do so in a manner that respects the rights of other members of the community and complies with the Code of Student Conduct. Students have the responsibility to respect the rights of other members of the College community to free exercise of their religious convictions and to free association with organizations of their choice.

Code of Student Conduct

JURISDICTION

The Student Code addresses misconduct that takes place on College premises and addresses off campus conduct when the behavior has an adverse impact upon the College community and/or the pursuit of its objectives. The Student Code also applies to College sponsored events, activities, trips, etc., which may occur off campus. Any institutionally sanctioned event sponsored by a recognized student organization falls under the jurisdiction of this Code, regardless of the location of the event.

A student, who violates the Code and breaks the law, is subject to College, civil and/or criminal authorities. The College, at its sole discretion, may pursue disciplinary action against a student while the student is also subject to criminal proceedings. The College reserves this right even if criminal charges are pending, reduced, or dismissed.

The North Central State College judicial system is the responsibility of the Division of Student Services through the Office of the Vice President for Academic and Student Services. The Dean of Student Services has specific responsibility for the operation and administration of the judicial system. The Dean, in consultation with appropriate College officials and students, will revise and update all regulations and processes, and manage and maintain all records.

CODE OF CONDUCT EXPECTATIONS

Students at North Central State College are expected to conduct themselves in a manner supportive of the educational mission of the institution. Integrity, respect for the person and property of others, and a commitment to intellectual and personal growth in a diverse population are values deemed fundamental to membership in this College community.

North Central State College considers the following behavior, or attempts thereof, by any student or student organization, whether acting alone or with any other persons, to violate the Code of Student Conduct:

1. Physical harm or threat of physical harm to any person or persons, including but not limited to assault, sexual abuse, or other forms of physical abuse.
2. Harassment, whether physical or verbal, oral or written, which is beyond the bounds of protected free speech, directed at a specific individual(s), easily construed as “fighting words,” and likely to cause an immediate breach of the peace.
3. Conduct which threatens the mental health, physical health or safety of any person or persons including but not limited to hazing, drug or alcohol abuse, and other forms of destructive behavior.
4. Academic dishonesty, including but not limited to: plagiarism and cheating, and other forms of academic misconduct, for example; misuse of academic resources or facilities; misuse of computer software, data, equipment, or networks. **Cases involving academic dishonesty are handled within the student's academic division. See addendum entitled “Academic Honesty Policy.”**
5. Intentional disruption or obstruction of lawful activities of the College or its members, including their exercise of the right to assemble and to peaceful protest.
6. Theft of or damage to personal or College property or services or illegal possession or use of the same.
7. Forgery, alteration, fabrication or misuse of identification cards, records, grades, diplomas, College documents, or misrepresentation of any kind to a College office or official.
8. Unauthorized entry, use, or occupation of College facilities that are locked, closed, or otherwise restricted as to use.
9. Disorderly conduct including, but not limited to: public intoxication, lewd, indecent or obscene behavior, libel, slander, and illegal gambling.
10. Illegal purchase, use, possession, or distribution of alcohol, drugs, or controlled substances.
11. Failure to comply with the lawful directives of College officials who are performing the duties of their office, especially as they are related to the maintenance of safety or security.
12. Unauthorized possession or use of firearms, explosive devices, fireworks, dangerous or illegal weapons, or hazardous materials.
13. Interference with or misuse of fire alarms, elevators, or other safety and security equipment or programs.
14. Violation of any federal, state, or local law which has a negative impact on the well-being of North Central State College or its individual members.

15. Violation of College policies, rules, or regulations that are published in the *Student Orientation Handbook*, catalog, or any other official College publications or agreements.
16. Abuse of the North Central State College judicial system, including but not limited to: failure to obey the summons of a judicial body or College official; falsification or misrepresentation of information before a judicial body; disruption or interference with the orderly conduct of a judicial proceeding; institution of a judicial proceeding knowingly without cause; harassment or intimidation of a member of a judicial body at any time prior to, during or after the judicial proceeding; failure to comply with the sanction(s) imposed under the Student Code.

Culpability is not diminished for acts in violation of this Code that are committed in ignorance of the Code or under the influence of alcohol, illegal drugs, or improper use of controlled substances.

Other College Regulations

GUEST SPEAKERS

Section 1. It is the policy of the Campus to foster a spirit of free inquiry and to encourage the timely discussion of the broad range of issues which concern our nation, provided that the views expressed are stated openly and are subject to critical evaluation. Within our prevailing standards of decency and honesty, this policy shall be construed to mean that no topic is too controversial for intelligent discussion on the campus. Restraints on free inquiry should be held to that minimum which is consistent with preserving an organized society in which change is accomplished by peaceful democratic means,

Section 2. To this end, a registered student organization, after consulting with and prior approval of its faculty advisor, may invite guest speakers to the campus to address meetings, subject to the following provisions:

- a. Sponsorship must be by a registered student organization.
- b. Proper arrangements for the use of College facilities must be made.
- c. It must be clear that the student organization, not the College, is extending the invitation and that any views the speaker may express are his or her own and not those of the College.
- d. The student organization must take whatever steps are necessary to insure that the meeting is conducted in an orderly manner.
- e. The student organization must provide means for critical evaluation of the speaker's view, which must include as a minimum, an open question period following the speaker's presentation.

- f. The student organization must comply with any and all conditions for the orderly and scholarly conduct of the meeting.

Section 3. A speaker invited by a student organization must not advocate action or urge the audience to take action which is illegal under the laws of the United States, the state of Ohio, or which is prohibited by the rules of the College or the Student Code of Conduct. It is the responsibility of the student organization to inform speakers in writing of this prohibition.

Section 4. The maximum penalties to be assessed against a student organization for a failure to observe the provisions of Section 2 or for sponsoring a speaker who violates the prohibition of Section 3 of this rule shall be (a) for a single violation (including, as a single violation, multiple violations relating to the same meeting) in any academic year, suspension of the right of the student organization to invite a guest speaker to the campus for a twelve month period and (b) for more than one violation in any academic year, termination of the student organization's registered status.

Students, either as individuals or as members of recognized student organizations, who act in violation of the provisions of this rule shall be subject to disciplinary procedures and actions as outlined in the Student Code of Conduct.

Section 5. Faculty and others entitled to sponsor a meeting involving the use of College facilities shall observe this rule.

DRIVES AND CANVASSING

Canvassing or solicitation for funds, sales or subscriptions are prohibited on campus or in College buildings unless written permission has been granted by the Vice President for Academic and Student Services or his/her designee. The Vice President may seek recommendation regarding requests from appropriate College offices.

The sale of merchandise of any kind whatsoever, or publications or service on College property, other than by the regularly authorized stores, restaurants, departments or divisions of the College, is likewise prohibited except upon written permission of the Vice President for Academic and Student Services or his/her designee.

Any person violating this rule shall be subject, upon proper notice, to eviction from campus property or arrest.

Judicial Policies and Procedures

DISCIPLINARY RECORDS

The Office of the Dean of Student Services retains disciplinary files. Access to disciplinary records is provided in accordance with the provisions of the *Family Educational Rights and Privacy Act of 1974*, as amended. These records are confidential and may be accessed only by the student and as otherwise provided by law.

Disciplinary records maintained by the Office of the Dean of Student Services are retained for five years from the date of the most recent incident in the student's file or until one year after the student has graduated from the College, whichever is longer, provided the student was not suspended, expelled, prohibited from future enrollment, or otherwise withdrawn for disciplinary or medical reasons. Records of students who were suspended, expelled, prohibited from future enrollment, or otherwise withdrawn for disciplinary or medical reasons are retained indefinitely.

ENFORCED MEDICAL WITHDRAWALS

North Central State College reserves the right to withdraw a student from the institution temporarily for misconduct that has its basis in a psychological or medical condition. Such action of the Dean of Student Services, or the Vice President for Academic and Student Services, or their designee, will be done with appropriate professional consultation. The student will be provided written notice of the reason(s) for the withdrawal and an opportunity to be heard by the Dean of Student Services or the Vice President for Academic and Student Services or their designee(s).

JUDICIAL PROCEDURES

Judicial procedures apply to alleged behavioral or conduct infractions. The appropriate academic division decides allegations of academic integrity violations. North Central State College reserves the right to modify its judicial procedures and appeals processes with written notice to the complainant and the accused student when classes are not in session, during the summer session, when safety and security issues so demand, when special expertise is needed to ensure fairness, or in other circumstances where, in the College's sole discretion, the procedures described herein are deemed insufficient to meet the objectives of educating and protecting members of the College community. Modified procedures nonetheless will provide students with required elements of fundamental fairness.

Definitions

1. The term "College" means North Central State College.
2. The term "student" includes all persons who have submitted an application or are enrolled in courses at the College. Persons who are not officially enrolled for a particular term but who have a continuing relationship with the College are considered "students."
3. The term "faculty member" means any person hired by the College to conduct classroom activities.
4. The term "College official" includes any person employed by the College, performing assigned administrative or professional responsibilities.

5. The term “member of the College community” includes any person who is a student, faculty member, College official or any other person employed by the College. The Dean of Student Services shall determine a person’s status in a particular situation.
6. The term “College premises” includes all land, buildings, facilities, and other property in the possession of or owned, used, or controlled by the College (including adjacent streets and sidewalks). Off-campus sites are also considered College premises.
7. The term “organization” means any number of persons who have complied with the formal requirements for recognition by the College.
8. The term “judicial body” means any person or persons authorized by the Dean of Student Services to determine whether a student has violated the Student Code and to recommend imposition of sanctions. In most instances, a judicial body will consist of one academic dean, one faculty member, one non-teaching professional staff member, one support staff member and one student.
9. In each case in which a judicial body determines that a student or student organization has violated the Code, the sanction(s) shall be determined and imposed by the Dean of Student Services. The Dean, in determining and imposing sanctions, shall consider the recommendation of all members of the judicial body. Following the hearing, the Dean shall advise the accused in writing of the determination and of the sanction(s) imposed, if any. A sanction imposed by the Dean may be appealed as described below.
10. The term “Appellate Board” means any person or persons authorized by the Vice President for Academic and Student Services to consider an appeal from a judicial body’s determination that a student has violated the Student Code or from the sanctions imposed by the Dean of Student Services.
11. The term “shall” is used in the imperative sense.
12. The term “may” is used in the permissive sense.
13. The Dean of Student Services is the person designated by the North Central State College President to be the person responsible for the administration of the Student Code.
14. The term “policy” is defined as the written regulations of the College as found in, but not limited to, the Student Code of Conduct, the new student orientation handbook, and the catalog.

Judicial Authority

1. The Dean of Student Services shall determine the composition of judicial bodies and determine which judicial body shall be authorized to hear each case.
2. The Vice President for Academic and Student Services shall determine the composition of Appellate Boards and determine which Appellate Board shall be authorized to hear each case.
3. The Dean of Student Services shall develop policies for the administration of the judicial program and procedural rules for the conduct of hearings that are not inconsistent with provisions of the Student Code.
4. Decisions made by a judicial body and/or the Dean of Student Services shall be final, pending the normal appeal process.
5. A judicial body may be designated as arbiter of disputes within the student community in cases that do not involve a violation of the Student Code. All parties must agree to arbitration, and to be bound by the decision with no right of appeal.

Judicial Policies

A. Charges and Hearings

1. Any member of the College community may file charges against any student or student organization for misconduct. Charges shall be prepared in writing and directed to the Dean of Student Services. Any charge should be submitted as soon as possible after the event takes place, preferably within 30 days.
2. The Dean of Student Services or another designated campus official may conduct an investigation to determine if the charges have merit and/or if they can be disposed of administratively by mutual consent of the parties involved, on a basis acceptable to the designated campus official. Such disposition shall be final and there shall be no subsequent proceedings. If the charges cannot be disposed of by mutual consent, the Dean of Student Services or other designated campus official may later serve in the same matter as the judicial body or a member thereof.
3. All charges shall be presented to the accused student in written form. A time shall be set for a hearing, not less than five nor more than fifteen calendar days after the student has been notified. Maximum time limits for scheduling of hearings may be extended at the discretion of the Dean of Student Services.
4. Hearings shall be conducted by a judicial body according to the following guidelines:

- a. Hearings normally shall be conducted in private.
 - b. Admission of any person to the hearing shall be at the discretion of the judicial body and/or the Dean of Student Services.
 - c. In hearings involving more than one student, the chairperson of the judicial body, at his or her discretion, may permit the hearings concerning each student to be conducted separately.
 - d. The complainant and the accused have the right to be assisted by any advisor they choose, at their own expense. The advisor may be an attorney. The complainant and/or the accused is responsible for presenting his or her own case and, therefore, advisors are not permitted to speak or to participate directly in any hearing before a judicial body.
 - e. The complainant, the accused and the judicial body shall have the privilege of presenting witnesses, subject to the right of cross-examination by the judicial body.
 - f. Pertinent records, exhibits and written statements may be accepted as evidence for consideration by a judicial body at the discretion of the chairperson.
 - g. All procedural questions are subject to the final decision of the chairperson of the judicial body.
 - h. After the hearing, the judicial body shall determine (by majority vote) whether the student has violated each section of the Code of Student Conduct which the student is charged with violating.
 - i. The judicial body's determination shall be made on the basis of a preponderance of evidence (whether it is more likely than not) that the accused individual violated the Code.
 - j. The judicial body shall report their findings and recommendations in writing to the Dean of Student Services within 3 working days.
5. There shall be a single verbatim record, such as a tape recording, of all hearings before a judicial body. The record shall be the property of the College.
 6. Except in the case of a student charged with failing to obey the summons of a judicial body or College official, no student may be found to have violated the Student Code solely because the student failed to appear before a judicial body. In all cases the evidence in support of the charges shall be presented and considered.

B. Administrative Decision

In all cases, a student has the right to a panel hearing. However, in a case where a student is charged with a violation other than academic misconduct, the student may ask to have an administrative decision (not to include dismissal) imposed by the Dean of Student Services or his/her designee. The student thus waives the right to a hearing and the related procedural guarantees provided in a panel hearing. The student retains the right to request an appeal of the original action. Administrative decision does not preclude further investigation into other charges related to the incident. Based on the severity of the violation, the Dean of Student Services may decline the request for administrative decision and refer the matter to a panel hearing.

SANCTIONS

College Judicial System sanctions are official actions of the College. Failure to comply with sanctions that are imposed by the College Judicial System or to comply with specific conditions related to safety and security of any parties while a case is pending may result in immediate suspension from the College without benefit of further process.

1. The following sanctions or any combination thereof, may be applied to any individual student, group of students, or student organization for violations of the Code of Student Conduct and related College policies:
 - a. Warning - In instances of less serious deviations from the College norms of conduct, the student(s) may be formally warned of the possible consequences of continuing such behavior. Such warning shall take place in writing. No other specific action is taken unless further misconduct occurs.
 - b. Loss of Privileges - Denial of specified privileges for a designated period of time.
 - c. Fines - Previously established and published fines may be imposed.
 - d. Restitution - Compensation for loss, damage, or injury. This may take the form of appropriate service and/or monetary or material replacement.
 - e. Disciplinary Probation - This action constitutes a change in status between good standing and suspension or expulsion from the College, and is imposed for a specified period of time. The student, or student organization, is permitted to remain enrolled at or to retain recognition by the College under certain shared conditions, depending on the nature of the violation and upon the potential learning value that may derive from such restrictive measures. Further violations may result in immediate suspension or expulsion from the College.

- f. Suspension - This action results in the involuntary withdrawal of the student, or loss of "recognition" for a student organization, from the College for a specific amount of time or until specific conditions have been met. A suspended student, or student organization, is prohibited from any presence on College owned or controlled property.
 - g. Expulsion - This action results in the permanent separation of the student, or student organization, from the College, its programs and facilities. It is the most severe disciplinary action that the College Judicial System can impose.
2. Other than College expulsion, disciplinary sanctions shall not be made part of the student's permanent academic record, but shall become part of the student's confidential record.
 3. The following sanctions may be imposed upon groups or organizations:
 - a. Those sanctions listed above in Section 1, a through d, above.
 - b. Deactivation – Loss of all privileges, including College recognition, for a specific amount of time.
 4. In each case in which a judicial body determines that a student has violated the Code of Conduct, the sanction shall be determined and imposed by the Dean of Student Services. The Dean of Student Services is not limited to sanctions recommended by the members of the judicial body. Following the hearing, the Office of the Dean of Student Services shall advise the accused in writing of its determination and of the sanctions imposed, if any.

Interim Suspension

In certain circumstances, the Vice President for Academic and Student Services or the Dean of Student Services or their designees may impose a College suspension prior to the hearing before a judicial body.

1. Interim suspension may be imposed only: a) to ensure the safety and well-being of members of the College community or preservation of College property; b) to ensure the student's own physical or emotional safety and well-being; or c) if the student poses a definite threat of disruption of or interference with the normal operations of the College.
2. During the interim suspension, the student shall be denied access to the campus (including classes) and/or all other College activities or privileges for which the student might otherwise be eligible, as the Vice President for Academic and Student Services or the Dean of Student Services may determine to be appropriate.

APPEALS

1. A decision reached by the judicial body or sanction imposed by the Dean of Student Services may be appealed by accused students or complainants to an Appellate Board within ten (10) working days of the decision. In addition, a decision reached by a faculty member regarding an academic integrity infraction may be appealed by the accused student to an Appellate Board within ten (10) working days of the decision. All appeals shall be in writing and shall be delivered to the Vice President for Academic and Student Services or his or her designee.
2. Issues involving academic grades are exempt from the Appellate Board structure. In cases concerning grades, the procedure is to discuss the situation with the instructor, the respective academic dean/chair, and then the Vice President for Academic and Student Services. The decision of the Vice President for Academic and Student Services is considered final in cases involving grades. Other academic issues such as misuse of academic resources, plagiarism, or cheating are within the scope of the appeals policy of the College.
3. Except as required to explain the basis of new evidence, an appeal shall be limited to review of the verbatim record of the initial hearing and supporting documents for one or more of the following purposes:
 - a. To determine whether the original hearing was conducted fairly in light of the charges and evidence presented, and in conformance with prescribed procedures giving the complaining party a reasonable opportunity to prepare and present evidence that the Student Code (or Academic Honesty Policy) was violated, and giving the accused student a reasonable opportunity to prepare and to present a rebuttal of those allegations.
 - b. To determine whether the decision reached regarding the accused student was based on substantial evidence, that is, whether the facts in the case were sufficient to establish that a violation of the Student Code (or Academic Honesty Policy) occurred.
 - c. To determine whether the sanction(s) imposed were appropriate for the violation of the Student Code (or Academic Honesty Policy) that the student was found to have committed.
 - d. To consider new evidence, sufficient to alter a decision or other relevant facts not brought out in the original hearing, because the person appealing did not know such evidence and/or facts at the time of the original hearing.
4. In the event the student appealing a conduct-related decision or sanction wishes to review the verbatim record, he or she may submit a written request to the Dean of Student Services to do so. The verbatim record will remain in the possession of the College during the review. Under no circumstances will a copy of the recording be released.

5. In the event a mechanical failure occurs that prevents a verbatim recording, the absence of the verbatim recording shall not, in itself, be cause for an appeal. In such cases the Dean of Student Services will call upon the judicial body to reconvene and issue a record, which will include the finding of the judicial body, what evidence the body considered, and the basis for the finding. This record shall be considered sufficient for review by an Appellate Board.
6. The Appellate Board shall issue a decision in writing to the Vice President for Academic and Student Services within fifteen (15) working days of the appeal. The Dean of Student Services will notify the student in writing of the decision of the Appellate Board.
7. If the Appellate Board upholds an appeal, the matter shall be remanded to the original judicial body for re-opening of the hearing to allow reconsideration of the original determination and/or sanction(s).
8. A decision reached by the Appellate Board may be appealed by accused students or complainants to the President of the College within ten (10) working days of the decision. Such appeals shall be in writing and shall be delivered to the Office of the President. The President may review the decision, at his/her discretion, or may designate another college officer to review the decision. The decision made by the President or his/her designee shall be final and binding. If the President or his/her designee has not acted on an appeal within 30 days, the previous decision stands.
9. In cases involving appeals by students accused of violating the Student Code, review of the sanction by the Appellate Board may not result in more severe sanction(s) for the accused student. Instead, following an appeal, the Dean of Student Services may, upon review of the case, reduce, but not increase, the sanctions.
10. In cases involving appeals by persons other than students accused of violating the Student Code, the Dean of Student Services may, upon review of the case, reduce or increase the sanctions or remand the case to the original judicial body.

INTERPRETATION AND REVISION

1. Any question of interpretation regarding the Student Code shall be referred to the Dean of Student Services or his or her designee for final determination.
2. The Student Code shall be reviewed periodically under the direction of the Dean of Student Services.
3. Changes in the Code which are editorial in nature and do not affect the fundamental nature of the document, or are required to ensure the code is consistent with state or federal law, can be made by the Dean of Student Services and become effective upon approval of the President's Staff.

ADDENDUM

ACADEMIC HONESTY POLICY

It is the position of the College that the responsibility for academic honesty is that of the student. It is expected that the student's work will be the product of his/her own efforts unless the student clearly indicates otherwise. Academic honesty is an important element of mature, responsible learning.

Examples of dishonest scholarly practices are outlined below. The faculty of the program in which the dishonest practices occurred shall decide consequences for proven cases of dishonest scholarly practices. Consequences may include:

1. "F" being given for the particular test, project, paper, etc., on which the cheating occurred; or,
2. Failure for the course in which the offense occurred; or,
3. Dismissal from the College.

The student shall have the right to appeal the decision. See the Student Rights and Responsibilities document for more information.

ACADEMIC INTEGRITY

Members of the College community are expected to be honest, thoughtful and responsible in their academic endeavors. A shared sense of enthusiasm for learning and respect for other persons is essential to the community.

The suspicion of academic dishonesty is a serious matter because it threatens the atmosphere of respect essential to learning. Academic dishonesty can take many forms, including but not limited to, the following:

Plagiarism includes, but is not limited to, submitting, without appropriate acknowledgment, any written, visual or oral material that has been copied in whole or in part from the work of others (whether such source is published or not) even if the material is completely paraphrased in one's own words. This includes another individual's academic composition, compilation, or other product, or a commercially prepared paper. Plagiarism also includes submitting work in which portions were substantially produced by someone acting as a tutor or editor.

Such practices constitute plagiarism regardless of motive. Those who deny deceitful intent, claim not to have known that the act constituted plagiarism, or maintain that what they did was inadvertent are nevertheless subject to penalties when plagiarism has been confirmed.

Cheating and dishonest practices in connection with examinations, papers and projects, includes but is not limited to using unauthorized notes, study aids or information on an examination; obtaining help from another student during an examination; taking an exam or doing work for another student; providing one's own work for another student to copy and submit as his/her own; or allowing another student to do one's work and then submitting the work as one's own. Also included would be altering a graded work after it has been returned, then submitting the work for re-grading; or submitting identical or similar papers for credit in more than one course without prior permission from the course instructors.

Fabrication includes but is not limited to falsifying or inventing any information, data or citation; presenting data that were not gathered in accordance with defined appropriate guidelines, and failing to include an accurate account of the method by which data were collected.

Obtaining an Unfair Advantage includes, but is not limited to stealing, reproducing, circulating, or otherwise gaining access to examination materials prior to the time authorized by the instructor; unauthorized collaborating on an academic assignment; or undertaking any activity with the purpose of creating or obtaining an unfair advantage over another student's academic work.

Aiding and Abetting Academic Dishonesty includes, but is not limited to providing material, information or other assistance to another person with the knowledge that such aid could be used in any of the violations stated above, or providing false information in connection with any inquiry regarding academic integrity.

Guidelines for Students

1. Ask the instructor's permission before collaborating with another student (or students) on an assignment, paper, take-home test, or any other graded course work.
2. It is generally acceptable to participate in general discussion with other students, such as discussing the requirements for the assignment or general strategies for completing the assignment. However, you should first consult with your instructor if you have any question about whether or not a procedure or course of action constitutes academic dishonesty.
3. Ask for services in the Student Success Center (room 186 Fallerius Technical Center) for assistance in preparing papers if you have any doubt about how to properly cite your sources.
4. Always put quotation marks around any direct statement from someone else's work (or indent and single-space extended quotations). Always give a footnote, endnote, or other form of citation for this quotation.
5. Cite any paraphrase of another person's ideas or statements.
6. Cite any thoughts you got from a specific source in your reading.

7. Cite any materials, thoughts, etc. you got from your reading that can't be described as general knowledge.
8. Cite any summary (even if in your own words) of a discussion from one of your sources.
9. Cite any charts, graphs, tables, etc., made by others or any you make using others' information.
10. Discourage dishonesty among other students.
11. Refuse to assist students who cheat.
12. Inform the instructor if you are aware of other students cheating.