

## Academic Misconduct

Plagiarism, cheating and other forms of academic dishonesty are prohibited. A student guilty of academic misconduct, either directly or indirectly through participation or assistance, is immediately responsible to the instructor of the class. In addition to other possible disciplinary sanctions that may be imposed through the regular College procedures as a result of academic misconduct, the instructor has the authority to assign an "F" or a zero for the exercise or examination, or to assign an "F" in the course. College sanctions for academic misconduct may include suspension or dismissal from the College. If a grade of "F" is assigned to a course as a result of academic misconduct, a student may not withdraw from or drop that course.

- A. A student may be judged to be guilty of academic misconduct for any one or all of the following:
1. Knowingly discovering or attempting to discover the content of an examination before the contents are presented by the instructor
  2. Obtaining or attempting to obtain, use or supply any person with any unauthorized material or device when contemplating or taking an examination
  3. Using or attempting to use, or supplying or attempting to supply to any person, any material or device dishonestly for an examination
  4. Willfully supplying or receiving any aid not authorized by the instructor
  5. Representing to be his/her own, any work that is not the product of his/her own effort or study, if the work would affect his/her grade, credit, or status in the College
  6. Intentionally sharing information or working together in an academic exercise when such collaboration was not approved by the instructor
- B. A student found guilty of academic misconduct may be subjected to one or more of the following:
1. Reduction in grade for the course or courses affected by the misconduct even to an "F"
  2. Suspension from the College for a definite or an indefinite period beginning at anytime
  3. Dismissal from the College immediately after the act of misconduct is committed.
- C. The faculty member who charges a student with academic misconduct must report the incident, including all pertinent facts, to his or her department chairperson, within five (5) work days after the charge has been made stating what action he or she has taken according to paragraph (B) of this rule, (actions which can be taken when one is found guilty of academic misconduct). If the student files a grievance, the faculty member's report will be reviewed by the Academic Appeals Committee.
- D. If a student believes that he/she has been erroneously accused of academic misconduct, he/she should:
1. Contact the instructor involved to seek resolution. If this is not satisfactory;
  2. Contact the Department Chairperson of the instructor who is involved. If this is not satisfactory;
  3. Contact the Dean of the department involved. If this is not satisfactory;
  4. Contact the Executive Vice President, if this is not satisfactory;
  5. Present the facts in writing to the Executive Vice President who will schedule a hearing before the Academic Appeals Committee.
- E. The Academic Appeals Committee is a standing committee appointed by the President of the College. It will comprise two faculty members and two students and will be chaired by the Executive Vice President. One of the faculty members should be a Department Chairperson. Any grievance concerning academic misconduct must be filed in writing with the Academic Appeals Committee within thirty (30) days after the alleged incident of misconduct.