



Academic Honesty and Classroom Conduct

Purpose:

The purpose of an Academic Honesty and Classroom Conduct policy at FDLTCC is to foster an environment of integrity, respect, and responsibility among students, faculty, and staff.

Policy Language

The primary academic mission of Fond du Lac Tribal and Community College is the exploration and dissemination of knowledge. Academic honesty and integrity are integral to the academic process. Academic dishonesty, cheating, plagiarism, and collusion, are serious offenses which undermine the educational process and the learning experience for the entire college community.

Fond du Lac Tribal and Community College students are expected to understand and adhere to the concept of academic integrity and to the standards of conduct prescribed by the college's policy on Academic Honesty. Students are expected to assume responsibility for their work, and student materials submitted in fulfillment, of course, program, and college academic requirements must represent students' own efforts. Any act of academic dishonesty attempted by a student at Fond du Lac Tribal and Community College is unacceptable and will not be tolerated.

Definitions

The prevailing forms of academic dishonesty are cheating, plagiarism, collusion, and the submission of false information regarding admission, readmission, and academic appeals of petitions.

Cheating in the instructional setting is the unauthorized use or exchange of information by students in meeting academic standards or requirements. Examples include but are not limited to the following:

- copying other's work during an examination
- using unauthorized notes or aids during an examination
- taking an examination for another student
- collaboration with any other person during a test without instructor authorization
- unauthorized assistance on a take-home examination
- arranging for another student to take an examination
- attempting to obtain, or knowingly obtaining, using, buying, selling, transporting, or soliciting in whole or in part the contents of an unreleased test or information about an unreleased test
- bribing any other person to obtain an unreleased test or information about an unreleased test
- submitting substantial portions of the same work for credit in more than one course, without consulting the instructors

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- submitting research and assignments prepared by others e.g., purchasing the services of a commercial term paper company
- altering or forging an official college document.

Plagiarism is representing another person's words or ideas as one's own without proper attribution or credit. Other people's words or ideas must be given adequate documentation whether used in a direct quotation or in summary or paraphrase.

Plagiarism includes but is not limited to quoting written or oral materials without citation on an exam, term paper, homework, or other written materials or oral presentations for academic requirements; submitting a paper purchased from a term paper service as one's own; submitting anyone else's work as one's own. Any form of plagiarism constitutes an act of cheating.

Collusion is an agreement by two or more people to commit an act of academic dishonesty. The College will not attempt to distinguish between students who cheat or plagiarize and those who allow such behaviors to occur. A student who intentionally assists another in the act of cheating or plagiarism is subject to disciplinary action for abetting academic dishonesty.

Procedures

A course instructor convinced that an act of academic dishonesty has occurred, has the authority to implement any of the following responses:

- reprimand
- assignment of a substitute and/or additional work
- re-examination
- lowering the grade for the assignment and/or course
- failure of and/or dismissal from the course.

The instructor will inform the chief academic officer who will determine if further disciplinary action is warranted.

A student who wishes to appeal a penalty imposed by an instructor may submit an appeal in writing. The appeal will be given to the chief academic officer. Students must submit complete and accurate information regarding an academic appeal.

Formal Hearing

If a student wishes to appeal a decision made by a vice president or designee, the matter shall be referred to the Student Judicial Board for further review.

The Student Judicial Board has the following authority to:

- review appeals submitted by students of decisions on academic dishonesty and on the severity of the penalty imposed
- review offenses submitted by faculty and staff as egregious acts of academic dishonesty and impose sanctions as warranted

Possible actions by the Student Judicial Board:

- charge affirmed and settled by consent, i.e., the Judicial Board proposes a sanction mutually acceptable to the student and the instructor
- charge affirmed and the Judicial Board recommends a sanction
- charge dismissed.

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In hearing cases of academic dishonesty, the Judicial Board will observe formal hearing procedures described in the Student Conduct Policy.

All participants shall observe strict rules of confidentiality, i.e. discussion shall be confined to the hearing room and no individual member shall discuss procedures or findings with the parties involved. The written notification will serve as the sole means of communication with involved parties.

Appeals

Students may appeal the Student Judicial Board decision to the president who will consult with the appropriate administrator(s) in arriving at a final decision.

Classroom Conduct

Beyond the act of academic dishonesty, there are other modes of conduct that serve to undermine the academic success of students during classroom instruction. Therefore, students are prohibited from impeding an environment conducive to learning, whether it be during traditional instruction, instruction through technological means, instruction within a learning center, instruction by way of tutoring, or instruction by way of individual study on the campus of Fond du Lac Tribal and Community College. Hence, any student who is found to disrupt the educative process of other students is subject to sanctions as described in the Student Conduct Code Policy. The formal judicial process for academic misconduct violations is outlined in Part 4. Subpart B of the Student Conduct Policy.

Academic misconduct, as so referenced, includes, but is not limited to, the following:

- Being openly disruptive.
- Talking to classmates independent of class discussion.
- Talking in a manner, which obstructs, prevents or interferes with classroom instruction.
- Disregarding verbal and/or written instruction in relation to expected codes of conduct during classroom instruction.
- Initiating or participating in inappropriate conduct that disrupts classroom activities.
- Using any device that causes disturbance inside or outside the classroom during instruction, i.e. cell phones, texting, etc.
- Continuing to engage in inappropriate interaction with the instructor and/or to classmates after a student has been directed to stop adverse behavior.

Procedures

Informal Judicial Process

A faculty member has the right to remove a student from a class session prior to activating the informal judicial process if that student is interfering with the learning environment and the rights of other students. If a faculty member believes that misconduct warranting discipline has occurred, he/she shall inform the student concerned, both in writing and orally, and offer to confer. If the student foregoes such a conference, or if after the conference the faculty member remains convinced that misconduct warranting discipline has occurred, he/she may, among other options, treat any work in question or an entire course as unsatisfactory, informing the student thereof in writing. Additionally or

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alternatively, the faculty member may refer the matter to the vice president of academic affairs.

Formal Judicial Process

If the chief academic officer determines that sufficient cause exists to warrant consideration of additional discipline or removal from the class, the vice president of academic affairs may initiate formal hearing procedures as outlined in Part 4. Subpart B of the Student Conduct Code Policy. NOTE: The student may initiate formal hearing proceedings at any time.

Appeal

If the student is not satisfied with the results of the formal hearing process, the student may appeal to the college president as outlined in Part 4. Subpart C of the Student Conduct Code Policy.

Fond du Lac Tribal and Community College will not release to the media the results of the outcomes of disciplinary procedures resulting from its student disciplinary investigations, including those which involve criminal offenses. Such records may be released to government agencies exercising jurisdiction.

Maintenance of Records for Student Conduct and Academic Honesty

Records pertaining to students' histories of student conduct shall be kept for a minimum of five years and kept separate from students' regular records. The only persons having access to these records shall be the president, the chief student affairs officer, chief academic officer, and the student conduct coordinator. Any other person who wishes to review these files must have permission from the chief academic officer or chief student affairs officer.

Academic Honesty and Classroom Conduct History

Implemented: January 2009

Date Policy was Originally Adopted:

Responsible Division/Author:

Revision Date(s):