

## **Academic and Classroom Misconduct**

*(As stated in the Student Handbook)*

1. The instructor has the primary responsibility for control over classroom behavior and maintenance of academic integrity and can order the *temporary removal* or exclusion from the classroom of any student engaged in disruptive conduct or conduct violative of the general rules and regulations of the institution. *(This exclusion can be for one class period only.)* Extended or permanent exclusion from the classroom or further disciplinary action can be effected only through appropriate procedures established by the Division of Student Affairs.
2. Academic dishonesty may be defined as any act of dishonesty in academic work. This includes but is not limited to, plagiarism, the changing or falsifying of any academic documents or materials, cheating and giving or receiving of unauthorized aid in tests, examinations or other assigned work. Students guilty of academic misconduct, either directly or indirectly through participation or assistance, are immediately responsible to the instructor of the class. Penalties for academic misconduct will vary with the seriousness of the offense and may include, but are not limited to, a grade of "F" on the work in question, a grade of "F" in the course, reprimand, probation, suspension, and expulsion.
3. If the student believes that he or she has been erroneously accused of academic misconduct, and if his or her final grade has been lowered as a result, the student may appeal the case through Academic Grievance Procedures.
4. Class attendance and punctuality requirements are contracted between the faculty and the students through specific expectations for attendance and punctuality and specific consequences that are outlined by individual faculty members in the printed syllabus for each course. Students are expected to attend class regularly and on time and are responsible for giving explanations/rationale for absences and lateness directly to the faculty member for each course in which they are enrolled. In cases where student absences are the result of emergency circumstances (e.g., death in the family, a student's serious injury or incapacitating illness), for which student(s) are unable to make immediate contact with faculty, the student may contact the Central Student Affairs office for assistance in providing such immediate notification to faculty. However, the student remains responsible for verifying the emergency circumstances to faculty and for discussing arrangements with faculty for possible completion of course work requirements, if feasible.