

ACADEMIC MISCONDUCT POLICY

ESCC students are expected to maintain high standards of honor in their academic work. All forms of academic misconduct, including cheating and plagiarism, are prohibited.

Cheating may be generally defined as the giving or receiving of any help in fulfilling course requirements used to determine the grade except as prescribed by the instructor. Cheating can be done in many ways and it is not possible to name every situation which constitutes cheating. However, the following conduct is considered to be unacceptable:

1. Copying from another student's examination or test or using unauthorized materials during an examination or test without the express permission of the instructor or the proctor.
2. Buying, selling (including offering to buy or sell), bribing, or stealing an assignment or examination or content thereof.
3. Taking an examination for another person, or posing as another student in a course or when taking an examination.
4. Collaborating with other students in the completion of homework or other assignments for which the student receives a grade or credit unless such collaboration has the express permission of the instructor.
5. Giving false reasons for missing tests or assignments.

While the conduct listed above is generally considered to constitute cheating, individual instructors may stipulate other behavior which is unacceptable in their courses. Such behavior will be stated in either the written course of study or in written handouts accompanying assignments in the course.

Plagiarism is defined as submitting as one's own a work or an idea derived from existing sources without giving proper credit to the original by the use of quotation marks, footnotes, citations or other explanatory inserts. Students who are not familiar with the concept of plagiarism may obtain more information from the Learning Resources Center, which has publications on the topic. Students may also discuss the matter with individual instructors.

This policy applies to cheating and plagiarism detected by either the instructor or by students in a course. Whenever a student believes that cheating is occurring, he or she should report it to the course instructor.

Sanctions/Penalties

Any student who engages in academic misconduct may be penalized with a grade of "F" for the specific assignment, a reduced grade for the course, or a failing grade for the course. The specific penalty depends upon the importance of the assignment in satisfying the requirements for the course. Any student found guilty of a second violation will be dismissed from the College.

Procedures

1. After making reasonable effort to discuss the matter with the student and hearing the student's explanation of the situation, the instructor may find the explanation acceptable and determine

- that no penalty is necessary.
2. After making reasonable effort to discuss the matter with the student, the instructor may impose a grade of "F" for the work in question.
 3. After making reasonable effort to discuss the matter with the student, the instructor may reduce the grade for the course or impose a failing grade for the course if the work in question weighs heavily in the requirements for the course, as specified in the written course of study.

Any penalty imposed by an instructor for academic misconduct must be reported in writing to the Vice President of Academic and Student Affairs, with a copy given to the student and a copy placed in the student's permanent file.

Appeal Procedures

1. A student may appeal only after attempting to resolve the issue through discussion with the faculty member. If the student and instructor resolve the issue, the instructor must inform the Vice President of Academic and Student Affairs in writing as to the resolution.
2. An appeal must be made in writing to the Vice President of Academic and Student Affairs within ten (10) business days of the student receiving the report from the instructor. The Vice President of Academic and Student Affairs will refer the appeal to the Student Academic Misconduct Committee composed of three faculty members with consideration given to having a committee with diversity of race and gender and excluding the instructor involved. Members of the committee will be appointed by the president of the college. The Vice President of Academic and Student Affairs will be a non-voting observer at committee hearings, will represent the college, and will defend its determination of the outcome at the hearing. After conferring with the committee members, the instructor, the student, the Vice President of Academic and Student Affairs will schedule a hearing at a time convenient to all parties and within ten (10) business days* of the student's appeal unless there are extenuating circumstances which force an extension. For online students, a phone conference will be arranged.

To guarantee that a student receives due process, the following elements will be made available to the parties involved:

- Published rules, regulations, and procedures (college catalog or handout).
- Written notice to the student of the charge(s) for violating rules and regulations.
- A hearing or oral proceeding before the Student Academic Misconduct Committee.
- Information about witnesses who may give evidence to support the charge(s) and the opportunity to call witnesses on the student's behalf.
- Right for witnesses to be called by either the committee or the student to testify; the committee may cross-examine witnesses.
- Right to have an advisor or counsel at the hearing at the student's expense to advise the student. Any attending counsel on the student's behalf, however, may not participate in the hearing, address nor interrogate the committee or witnesses.
- Right for a un-emancipated juvenile to have his or her legal guardian present at the hearing.
- With the possible exception of un-emancipated juveniles, there is no right to have parental or "third party" interventions in any way concerning a student's hearing. Students are considered adults and such interventions invade a student's individual right to confidentiality during these

procedures.

- A written, audio-taped, or video-taped record of the hearing.
 - A prompt written decision.
 - Information about appeal procedures.
3. The Student Academic Misconduct Committee will conduct a review of available evidence regarding the alleged violation and will vote on whether the student is guilty of the charge or charges. If a majority of the committee members vote that the student is guilty of the charge or charges, the committee will give the Vice President of Academic and Student Affairs a finding of facts and a recommendation as to any disciplinary action.
 4. Within four business days of the conclusion of the hearing, the Vice President of Academic and Student Affairs will communicate the disciplinary decision in writing by certified mail to the student. Any notifications mentioned within this policy will be sent in writing to the legal guardian of any student who is under eighteen years of age. A copy of the decision will be given to the instructor and the student and a copy will be placed in the student's permanent file.
 5. Students receiving a penalty after his or her hearing may appeal such decision to the president of the college. Appeals must be in writing and must be received by the President's Office within five business days* of the Vice President of Academic and Student Services notification. The president will render a final decision on the appeal within ten business days* of receipt of the appeal.

*Business Days are defined as Monday through Friday.

REVISED: 8/10/15
EFFECTIVE: 8/19/15