



Category
STUDENT DISCIPLINARY POLICY – PART 3 Academic and Classroom Misconduct – 3:02:00:03
Approval
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Responsible Party: Vice President for Student Affairs

Academic and Classroom Misconduct

1. The instructor has the primary responsibility for maintenance of academic integrity and controlling classroom behavior, and can order temporary removal or exclusion from the classroom of any student engaged in disruptive conduct or conduct that violates the general rules and regulations of the institution for each class session during which the conduct occurs. Extended or permanent exclusion from the classroom, beyond the session in which the conduct occurred, or further disciplinary action can be effected only through appropriate procedures of the institution. Disruptive behavior in the classroom may be defined as, but not limited to, behavior that obstructs or disrupts the learning environment including:
 - A. offensive language,
 - B. harassment of students or professors,
 - C. repeated outbursts from a student which disrupts the flow of instruction or prevents concentration on the subject taught;
 - D. failure to cooperate in maintaining classroom decorum,
 - E. emailing or text messaging, or
 - F. the continued use of any electronic, noise or light emitting device which disturbs others including:
 1. disturbing noises from cell phones,
 2. lap-top computers,
 3. games or any other electronic device
2. Plagiarism, cheating, and other forms of academic dishonesty are prohibited. Students guilty of academic misconduct, either directly or indirectly, through participation or assistance, are immediately responsible to the instructor of the class. Based on their professional judgment, instructors have the authority to impose the following academic sanctions:

- A. require the student to repeat the assignment for full or partial credit;
 - B. assign a grade of zero, an F, or any other grade appropriate for the assignment or examination; or
 - C. assign an F for the course.
3. In addition, disciplinary sanctions may be imposed through the regular institutional procedures. When a faculty member discovers an incident of academic misconduct and the student's grade is lowered or the student is assigned an F in the course, the following actions will take place:
- A. The faculty member will notify the appropriate dean.
 - B. The dean will:
 - 1. notify the student in writing with five (5) working days;
 - 2. provide a summary of the details of the incident;
 - 3. the penalty imposed;
 - 4. an explanation of the student's right to due process;
 - 5. the college's appeal process; and;
 - 6. notify the Dean of Students.
 - C. When a student receives more than one F as a result of academic misconduct, the Dean of Students will summon the student and begin proceedings for additional disciplinary actions, subject to the process for disciplinary procedures, outlined in Part 6.
 - D. A student may not drop or withdraw from a course when he or she is suspected of academic misconduct to avoid a penalty for academic misconduct.
 - E. Other disciplinary sanctions will be imposed only through the appropriate institutional student disciplinary processes coordinated by the Dean of Students.
4. Students may appeal a grade assignment associated with a finding of academic misconduct, as distinct from a student disciplinary sanction, through appropriate institutional academic misconduct procedures as defined below:
- A. If the student wishes to appeal a grade as a result of academic misconduct, he or she should submit a written appeal to the appropriate dean within five (5) business days of the event. The appeal should include identifying:
 - 1. the element(s) of concern;
 - 2. justification for the appeal; and
 - 3. attachment of any and/or all supporting material.
 - B. The appropriate dean will:
 - 1. review the appeal;
 - 2. perform whatever investigation is deemed necessary;
 - 3. discuss the issues with the student (if deemed necessary); and
 - 4. make a decision.
 - 5. The dean will have ten (10) business days to respond.
 - C. Should the student after following the above procedure feel that the circumstances warrant further appeal, the student may appeal in writing to the Vice President for Academic Affairs within five (5) business days of the academic dean's decision notification.

- D . The Vice President for Academic Affairs will:
1. review the merits of the case;
 2. conduct any investigation deemed necessary; and
 3. notify the student, the instructor, and the appropriate academic dean in writing of the response of the appeal within ten (10) business days.
 4. The decision of the Vice President for Academic Affairs is final.
- E . Other misconduct described in handbooks for specific programs of study.

This policy is promulgated pursuant to, and in compliance with, TBR Rule 0240-02-03-.03 Academic and Classroom Misconduct. To the extent that a conflict exists between this policy and TBR rule, policy and/or applicable law(s), the TBR rule, policy and/or law will control.