



## NWCCD Academic Code of Conduct Procedure 6005.1

### **Academic Integrity at NWCCD**

Academic integrity is the pursuit of scholarly activity in an open, honest and responsible manner. Academic integrity is a basic guiding principle for all academic activity at NWCCD, and all members of the NWCCD community are expected to act in accordance with this principle. Consistent with this expectation, the college's Code of Conduct states that all students should act with personal integrity, respect other students' dignity, rights and property, and help create and maintain an environment in which all can succeed through the fruits of their efforts.

Academic integrity includes a commitment by all members of the college community not to engage in or tolerate acts of falsification, misrepresentation or deception, or to disrupt the learning environment. Such acts of dishonesty violate the fundamental ethical principles of the college community and compromise the worth of work completed by others.

The Academic Code of Conduct serves to provide accountability to principles of academic integrity. Administration of the Academic Code of Conduct is the responsibility of the District Chief Academic Officer, the Vice President of Academic Affairs (VPAA). Administration also involves Associate Vice Presidents of Academic Affairs (AVPAA), Deans, Chairs, Directors and Faculty members. The purpose of the Academic Code of Conduct is to provide a clear and fair process for addressing incidents of academic dishonesty and student-initiated instructional complaints. At any point within Academic Code of Conduct procedures where a conflict of interest exists, the VPAA will appoint a suitable party to perform relevant duties within the procedure.

All matters concerning the Academic Code of Conduct, including academic dishonesty proceedings and instructional complaints, will be kept on record within the Administrative Coordinator's office on each campus.

### **Student Academic Rights & Responsibilities**

NWCCD students are responsible for knowing the information, policies, and procedures outlined in this document. NWCCD email is NWCCD's primary means of communication with students. Students are responsible for all communication delivered to their NWCCD email address.

NWCCD Students' Rights and Responsibilities enumerate the essential provisions for students' freedom and NWCCD's expectations for students to participate responsibly in the College community. NWCCD has established expectations designed to maximize the learning environment. Each student enrolling in the College assumes an obligation as a responsible member of the NWCCD community to demonstrate conduct compatible with statements of students' rights and responsibilities as follows:

#### **Students' Rights**

- Freedom of student participation in institutional governance. The student body will have clearly defined means to participate in the formulation and application of institutional policy (i.e. student government).
- Freedom of access. The facilities and services of the college will be open to all of its enrolled students in accordance with policies and procedures established for use of NWCCD facilities.
- Protection of freedom of inquiry and expression. The College recognizes the rights of all students to engage in discussion, to exchange thought and opinion, and to speak, write, or publish freely on any subject, in accordance with the guarantees of federal or state constitutions. Students are free to engage in peaceful and orderly protest, demonstration, and picketing which does not disrupt the regular and essential operations of the College.
- Freedom of association. Students will be free to organize and join associations to promote their common

interests in accordance with policies and procedures for the establishment of organized NWCCD teams and clubs.

- Freedom of student publications. Student editors and managers will be free to develop their own editorial policies and news coverage. The advisor does not review copy unless requested to do so by a staff member. This separation helps protect the institution from legal actions relating to obscenity, criminal or civil libel, or copyright infringement. In addition, the advisor offers ethics training as well as ongoing education to ensure the student newspaper is in compliance with the canons of journalism and journalistic ethics. Specific student publication rights will follow those contained in the current student publication policy and procedures.
- Notification of Rights under FERPA. Students will be informed annually of their right to privacy under the Family Educational Rights and Privacy Act.
- Be informed of course requirements through a written syllabus.
- Be evaluated solely on academic performance as required and outlined by an instructor.
- Experience competent instruction and academic advisement.
- Take exception, in a scholarly manner, to the data or views presented and reserve judgment about matters of opinion.
- Expect protection against an instructor's improper disclosure of a student's views, beliefs, and political associations, which may surface because of the instructor's teaching or advising.
- Be informed with regard to resources and support services available as well as college policies and procedures.
- Expect protection, through established procedures, against prejudiced or capricious evaluation.
- Expect protection against any form of prohibited harassment.
- Be afforded due process, as defined within these procedures, prior to the imposition of serious sanctions including suspension or expulsion.

### **Students' Responsibilities**

- Inquire about program, course, and College requirements if there is a lack of understanding about them or is in doubt about them.
- Adhere to the standards of academic performance established for individual courses and for programs of study.
- Satisfactorily learn the content of any course of study.
- Make up missed assignments in accordance with the course syllabus.
- Understand and meet graduation and other program requirements by reading the catalog and making reasonable efforts to obtain academic advising.
- Fulfill academic responsibilities in an honest and forthright manner.
- Respect and foster the academic and personal endeavors of others.
- Respect the integrity of NWCCD academic and administrative records.
- Know and abide by the behavioral expectations outlined in the Code of Student Conduct.
- Adhere to federal, state, and local laws, along with College regulations, which govern individual actions and relationships among community members.
- Protect and support the personal safety of self and others.
- Demonstrate respect for others in all actions and interactions.
- Show respect for personal, College, and NWCCD Foundation property.
- Contribute to a safe environment within College and NWCCD Foundation property.
- Assist the College in fulfilling its administrative procedures (i.e. registering for classes, checking NWCCD email, obtaining a College ID card, paying bills, etc.).

### **General Misconduct and Academic Dishonesty**

In the event that the conduct of a student violates both the General Code of Conduct as well as the Academic Code of Conduct, the Vice President of Student Affairs (VPSA) and the VPAA shall jointly agree as to which disciplinary process will be used.

### **Examples of Misconduct**

The following list contains examples of academic misconduct, and is not intended to be complete. Note that, although

the examples refer to written assignments and exams, the same rules apply to assignments and exams that are administered or presented orally or by some other non-written means.

- Copying from another student's exam or assignment
- Allowing another student to copy from your exam or assignment
- Allowing another student to see your exam or to see part or all of your assignment before you hand it in, unless authorized by an Instructor
- Collaborating on assignments or take-home exams when instruction (or the syllabus) calls for independent work
- Providing or receiving answers to an exam using a system of signals or other means of communication with another student
- Bringing unauthorized materials to an exam without placing them where they cannot be used during an exam
- Altering the answers to, or otherwise tampering with, exams or assignments after they have been handed in, without consent of the Instructor
- Taking an exam or completing part or all of an assignment for another student
- Having another person take an exam for you or complete part or all of one or more of your assignments
- Hiring a ghostwriter to write part or all of an assignment
- Submitting all or part of a purchased term paper as your own
- Using course materials, including lecture notes and excerpts from textbooks, in written assignments without proper citation
- Downloading text, drawings, images, and other materials from the Internet and using these in written assignments without proper citation of the sources
- Copying material without proper citation
- Feigning illness to avoid taking an exam or handing in an assignment on time
- Submitting the same term paper for credit to more than one course without permission
- Reviewing a copy of the regularly scheduled exam prior to taking a make-up exam
- Reviewing a stolen copy of an exam prior to taking the exam
- Providing questions from a test given in one section of a course to students in another
- Receiving questions from a test given in one section of a course from another student in another section before you have taken the test
- Altering or forging an official document
- Disrupting the learning environment in any way
- Refusing to sit in assigned seats for roll or tests
- Plagiarizing
- Cheating or misrepresenting one's self in the online class environment
  - Hiring another person to take an online class in which you are the enrolled student
  - Using banned materials while taking a quiz or test (class notes, textbooks, cellular phone, another browser window, etc.)
- Trafficking in academic material; both distributing and accepting these materials

### **Sanctions for Academic Dishonesty**

The college district may act upon any violation of academic dishonesty within the Academic Code of Conduct. Breaches of academic dishonesty may result in the administration of Lesser or Greater Sanctions. At the point of a student's second Lesser Sanction, the procedure for Greater Sanctions shall be followed:

#### ***Lesser Sanctions***

If a faculty member suspects that a student has engaged in academic misconduct, in addition to discussing the matter with the student, the faculty member may elect to require the student to redo the assignment correctly, in accordance with academic standards, or reduce the grade on the assignment. If the assignment grade is lowered to a 'D' or higher, and if the faculty feels no further punitive action is necessary, the incident will be considered a "teachable moment." The faculty member should then document the resolution using the Academic Code of Conduct Violation & Resolution Form that will be kept on file in accordance with the records retention policy.

If, after discussing the matter with the student and the academic supervisor, a faculty member decides to give the student a *failing grade for the assignment*:

- A notice of failure is sent to the student in writing.
- The faculty member will then report the student using the Academic Code of Conduct Violation & Resolution Form.

If, after discussing the matter with the student, department lead, Chair/Director, and others who are deemed appropriate because of academic misconduct, a faculty member decides to give the student a *failing grade for the course*:

- A notice of failure is sent to the student in writing.
- The faculty member will then report the student using the Academic Code of Conduct Violation & Resolution Form.
- A notice of failure is given verbally to the student in person in a meeting with the faculty member and the academic supervisor. The notice should outline the findings of the faculty member issuing the notice of failure and the given grade of "F".
- This notice is copied to the Registrar's office (if a grade of F for the class). The notice of failure makes the student aware of academic standards as well as puts them on notice that further violations of academic misconduct could lead to permanent separation from the college. The Registrar will enter a grade of F for the course regardless of whether a W has already been submitted.

### ***Greater Sanctions***

Greater sanctions concern academic dishonesty that is of greater significance than plagiarizing or cheating on a single assignment. Such sanctions may include, but are not limited to, academic trafficking, the accumulation of multiple lesser sanctions, and disruption of the learning environment. Greater sanctions include the following:

- Dismissal from a course
- Dismissal from a program in which a student was seeking a degree
- College suspension
- College expulsion

If a student receives Lesser or Greater Sanctions and is not satisfied with the written decision of the Instructor, s/he may proceed to Step Two of the Academic Dishonesty Procedure, an Informal Hearing with the Academic Supervisor.

If determined to be a student discipline issue, see Student Code of Conduct.

### **Academic Dishonesty Procedure (Student, Staff or Faculty Initiated)**

If academic misconduct is suspected, the faculty member should proceed to Step One: Informal Hearing with Instructor. Student conduct files will be reviewed in every instance of academic dishonesty. The following parties have access to student conduct files: VPAA, AVPAA, Deans, Chairs, Directors, and Administrative Coordinators for Academic Affairs. Students, faculty and staff are also able to bring misconduct complaints regarding students to faculty members with direct instructional responsibility and their Chairs/Directors. Any student, staff or faculty who does not have direct instructional responsibility for a student may submit a written complaint to the affected Instructor if academic dishonesty is suspected. A written description of the violation must be submitted to the Instructor within five working days of the incident. The affected Instructor will review the complaint. Any previous violations of the Academic Code of Conduct will be taken into consideration. The affected Instructor must make a determination to pursue academic dishonesty proceedings within two working days. If the Instructor decides to proceed, the Instructor will begin with Step One: Informal Hearing with Instructor and have 10 working days to meet with the student after consultation with the Chair/Director.

#### ***Step One: Informal Hearing with Instructor***

The Instructor must first speak with the student prior to any action taken to help determine whether the suspicion is warranted within 10 working days of the incident. Before the meeting, the faculty should then confer with their

academic supervisor for advisement or clarification of Lesser or Greater Sanctions. The academic supervisor should research prior violations of conduct to determine whether the student has a record of similar misconduct on file to seek further guidance. After review of the incident and consultation with the academic supervisor, the Instructor and academic supervisor will meet with the student to issue Lesser or Greater Sanctions (described above).

If at any point a student has admitted guilt, the student cannot appeal the sanction. If the student is dissatisfied with the decision of the Instructor, s/he may request a formal hearing with the academic supervisor within two working days.

### ***Step Two: Informal Hearing with Academic Supervisor***

If the student is not satisfied with the decision of the Instructor at Step One, s/he may file an appeal within five working days to the Instructor's academic supervisor. The student must submit a written response to the Instructor's decision from Step One, detailing why the student is appealing. The student may also give the academic supervisor any supporting material. The affected Instructor will provide a concise written statement of the offense including any supporting material.

In reviewing the appeal, the academic supervisor may request additional information from the Instructor or anyone else involved. These individuals will have five working days to submit this and any other written information they wish to be considered. The academic supervisor also may conduct face-to-face interviews with the student, the Instructor, and anyone else involved. The academic supervisor will provide a written decision within five working days following receipt of all pertinent information (including the interviews, if conducted). The academic supervisor will send a copy of his/her written decision to the student and the Instructor.

If the student or the Instructor is not satisfied with the written decision of the academic supervisor, then s/he proceeds to Step Three within two working days of the decision.

### ***Step Three—Formal Hearing with Vice President of Academic Affairs (VPAA)***

The VPAA initiates formal hearing procedures in response to an appeal from Step Two. When the VPAA acts on a case, the intent is to handle it in a hearing using discussion, persuasion, and mediation.

If a student or Instructor initiates the hearing as an appeal from Step Two, then s/he will file the appeal with VPAA within five working days of the academic supervisor's decision in Step Two. The appeal must include a written statement explaining why the decision from Step Two dissatisfies him/her, copies of supporting material from Steps One and Two, the Instructor's written decision from Step One, the academic supervisor's written decision from Step Two, and any new supporting material.

If an Instructor is initiating the hearing in order to impose a greater sanction, then s/he will send the case in writing to the VPAA within five working days of the alleged violation. The written referral from the Instructor will contain a concise statement of the offense (including dates, places, witnesses, and others involved) and a justification for the proposed sanction. Within the same time frame, the respective academic supervisor will supply the VPAA with a written document that indicates his/her degree of support for the proposed sanction. The VPAA will request a written statement from the student(s) charged with the violation or anyone else involved. These individuals have five working days after receiving the VPAA's request to submit any written statements they wish to be considered. The VPAA has the right to request additional information.

The VPAA must conduct the hearing within 10 working days of receiving a request. At the hearing, the student receives in writing the charges and evidence against him/her. The student has the opportunity to offer verbal and additional written information on his/her behalf. The VPAA may impose all sanctions including expulsion and/or recommend changes in the instructional area relating to grading, testing, or other instructional procedures. The VPAA may uphold, rescind, or decrease sanctions given by the Instructor and/or academic supervisor. The VPAA sends a written decision to the student, the Instructor, and the academic supervisor within five working days of the hearing.

For the Instructor and the student, the matter ends with the written decision of the VPAA.

### **Instructional Complaint Procedure (Student-initiated)**

Disagreements between students and faculty may occur over instructional incidents. Such concerns may be related to a contested final grade, violation of the Academic Code of Conduct, instructional design or delivery or matters of free speech. The district's instructional complaint procedure encourages informal solutions to rectify human error, bias, and misunderstandings of intellectual viewpoints. The instructional complaint process is an internal process, so neither Instructor nor student will be accompanied by an attorney. If the complaint involves sexual harassment, then the student must consult the Office of Human Resources.

#### ***Step One: Informal Hearing with Instructor and/or Academic Supervisor***

The informal complaint procedure is a verbal process that the student must start within 10 working days of the alleged incident or disagreement. The student should meet initially with the concerned faculty member. During this initial meeting, the student is responsible for explaining why he/she believes an incident has occurred, detailing the problem, and presenting supporting materials, if appropriate. The student is welcome to bring an advocate to the meeting (e.g., a person associated with the college). The Instructor is responsible for considering the complaint presented by the student and for striving to resolve the difficulty. The student has the obligation of listening to and considering the Instructor's viewpoint.

In the event a student is uncomfortable interacting with an Instructor, s/he may pursue the informal complaint with the appropriate Chair/Director. The Chair/Director may meet privately with the student and subsequently with the Instructor, or the Chair/Director may schedule and attend a joint meeting with both. The aim of the Chair/Director's involvement is to facilitate informal resolution of the problem. If the student has a complaint specifically about the conduct of a Chair/Director, the student is encouraged to discuss the point with the Chair/Director during office hours or other agreed upon time. In the event a student is uncomfortable interacting with the Chair/Director, the AVPAA will refer the student to another Chair/Director.

At the beginning of the information hearing, the concerned Instructor or academic supervisor must initiate the Instructional Complaint Tracking Form and submit it to the AVPAA. The informal process ends with either the Instructor or the Chair/Director notifying the student of the problem's resolution within 10 days of the initial informal meeting. The AVPAA will not hear an informal complaint about an instructional disagreement or incident unless the complaint is against the Chair/Director. The informal process can resolve most misunderstandings and problems. If the outcome of Step One dissatisfies the student, then s/he proceeds to Step Two.

#### ***Step Two: Written Complaint to Instructor***

If the student cannot resolve a complaint or problem concerning an instructional incident using the informal complaint process described in Step One, the student may file a formal complaint. The formal complaint begins with the student filing a written statement with the Instructor within five working days after the failure to resolve the complaint informally (the day the Instructor or academic supervisor notified the student of his/her resolution). The written statement must contain the following:

- A concise statement of the complaint
- An explanation of why an instructional incident or disagreement has occurred
- Evidence that supports the argument, including copies of corrected papers, examinations, projects, etc.
- The outcome sought by the student

The Instructor will have five working days to respond to the formal complaint in writing. If the student is satisfied with the result, then the process is done. If not, s/he proceeds to Step Three.

#### ***Step Three: Written Appeal to Academic Supervisor***

If the student is not satisfied with the written decision of the Instructor at Step Two, he/she may file an appeal within five working days to the Instructor's Chair/Director. The student submits the following in Step Three:

- The written statement of the complaint and copies of the supporting materials at Step Two
- The written response from the Instructor at Step Two

- A written statement explaining why the decision at Step Two dissatisfies the student, with copies of any new supporting material

In reviewing the complaint, the Chair/Director may request a written statement from the Instructor or anyone else involved. These individuals will have five working days to submit this and any other written information they wish to be considered. The Chair/Director will provide a written decision within five working days following receipt of all pertinent information (including face-to-face interviews if necessary) but no longer than 15 working days following the receipt of the complaint. The Chair/Director will send copies of his/her written decision to the student and the Instructor.

If the student and Instructor are satisfied with the result, then the process is done. If not, then either party may proceed to Step Four.

#### ***Step Four: Written Appeal to Vice President of Academic Affairs***

If the written decision at Step Three dissatisfies the student or the Instructor, then either party may file an appeal to the VPAA within five working days. The complainant must submit the following in Step Four:

- The written statement of the complaint and copies of the supporting materials at Step Two and Step Three
- The written response from the Instructor at Step Two
- The written response from the Chair/Director at Step Three
- A written statement explaining why the decision at Step Three dissatisfies the student or the Instructor, with copies of any new supporting material

In reviewing the complaint, the VPAA may request all materials gathered by the Chair/Director and may conduct face-to-face interviews with any or all parties involved with the complaint. The VPAA must receive any requested statements within five working days. The VPAA may use additional time if necessary to gather and review pertinent information; unless otherwise notified of the reason in writing, the student or the Instructor may expect to receive a written decision from the VPAA within 10 working days following the receipt of all pertinent information. The VPAA sends copies of his/her written decision to the student, the Instructor, and the Chair/Director.

For the all involved parties, the matter ends with the written decision of the VPAA.

#### **Annual Review of Dishonesty Proceedings and Instructional Complaints**

Within two weeks of final commencement ceremonies at the end of the academic year, the VPAA, AVPAAs, Deans and Academic Chairs/Directors will review the year's dishonesty proceedings and instructional complaints. Maxient reports will be made available to the review team. All complaints and proceedings will be reviewed for the purpose of making further improvements to processes and policies. Process and policy proposals will be submitted at the beginning of the following academic year.

**Attachments Below:**    **Academic Code of Conduct Violation & Resolution Form**  
                                  **Instructional Complaint Tracking Form**  
                                  **Academic Year Tracking Spreadsheet**

## Academic Code of Conduct Violation & Resolution Form

### To be Filled Out by Administrative Coordinator for Academic Affairs:

Date of Incident: 1/2/2018

Is Incident within Appropriate Timeframe?  Yes  No

(Academic Dishonesty Procedure must be initiated within five working days of the incident)

Does student have previous violations?  Yes  No

Description of Current Violation: [Click or tap here to enter text.](#)

### To be Filled out by Faculty

Lesser Sanction

**Action**  Submit CARE Report

**Sanction**  Teachable Moment  Failing Grade: Assignment  Failing Grade: Course

**Follow-up**  Written Notice sent to Student  
 Written Notice sent to Registrar (only if student failed course)  
 Complete Conduct Violation Form and submit all materials to AVP for review

Greater Sanction

**Action**  Submit CARE Report

**Sanction**  Course Dismissal  Program Dismissal  Suspension or Expulsion

**Process**  Completed Step One: Informal Hearing with Instructor (student has 48 hours to proceed)  
 Completed Step Two: Informal Hearing w/Academic Supervisor (student has 48 hours to proceed)  
 Completed Step Three: Formal Hearing w/VPAA (student has 48 hours to proceed)

**Follow-up**  Written Notice sent to Student  
 Written Notice sent to Registrar (only if student failed course)  
 Complete Conduct Violation Form and submit all materials to AVP for review

### To be Filled Out by VPAA:

**Hearing Date** 1/2/2018

**Follow-up**  Written Notice sent to Student  
 Complete Conduct Violation Form and submit all materials to AVP for review

### To be Reviewed by AVP:

**Action**  Submit in Academic Affairs Student File on each campus.  
 Log violation and outcome summary in Academic Year Tracking Spreadsheet



X

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Associate Vice President, Academic Affairs

## Instructional Complaint Tracking Form

### To be Filled Out by Chair/Director:

Date of Incident: 1/2/2018

Is Incident within Appropriate Timeframe?  Yes  No  
(Instructional Complaints must be initiated within 10 working days of the incident)

Does student have previous academic code of conduct violations?  Yes  No

Description of Current Complaint: [Click or tap here to enter text.](#)

- Action**
- Completed Step One: Informal Hearing with Instructor and/or Chair/Director  
(student has 5 working days to proceed)
  - Completed Step Two: Formal Written Appeal to Instructor  
(student has 5 working days to proceed)
  - Completed Step Three: Formal Written Appeal to Academic Supervisor  
(student has 5 working days to proceed)
  - Completed Step Four: Formal Written Appeal to VPAA

Resolution of Complaint: [Click or tap here to enter text.](#)

- Complete Instructional Complaint Form and submit all materials to AVP for review

### To be Reviewed by AVP:

X

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Associate Vice President, Academic Affairs

### To be Reviewed by Administrative Coordinator for Academic Affairs

- Action**
- File in Instructional Complaint File for Academic Year
  - Log violation and outcome summary in Academic Year Tracking Spreadsheet

X

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Administrative Coordinator, Academic Affairs

