ACADEMIC POLICIES

Attendance

Students are expected to attend all regularly scheduled classes, labs and other course related activities. However, on some occasions students may need to be absent. Instructors are privileged to establish reasonable absence regulations which should be clearly stated at the first class meeting. The suggested norm is twice the number of classes per week. This means that a student would be permitted two absences in a class that meets once a week. When unavoidable absences occur, the student should explain the circumstances as soon as possible to the instructor who will judge the validity of the excuse.

The instructor is expected to determine when the number of absences has reached the level where any additional absences would prevent the student from attaining the objectives of the course. This judgment should be communicated to the student with the warning that any further absences will result in an automatic dismissal from the course and a grade of “F.”

Examinations

In their syllabi, instructors specify examinations of a kind and number that are, in their judgment, appropriate to the needs of the students and to the objectives and conditions of the course. Final examinations are required in every course and are administered during final-examination week at times and places scheduled by the registrar.

Separation from the College

Each student’s continued registration at the college, the awarding of academic credits and the granting of any certificate or degree are entirely subject to the disciplinary authority of the college. The college reserves the right, therefore, to enforce the regulations concerning satisfactory academic performance and, in consequence, to cancel a student’s registration, to refuse academic credits or to deny a certificate or degree. Separation from the college may also be imposed as a penalty for any conduct which conflicts with the ideals of the college or damages its reputation and that of its students.

Grades

Grades inform students of the level of performance they have achieved in a course. Grades are means whereby students may come to know and appreciate their capacities and abilities. Instructors are responsible for specifying the performances required in their courses; students are responsible for meeting the requirements specified.

Grades earned by students at Canisius College reflect:

1. The extent to which the requirements specified in the course syllabus have been met.
2. The degree to which the requirements completed exhibit mastery of the subject or skills which are the object of the course.
3. Other criteria specified by the instructor at the beginning of the course, criteria such as, but not limited to, attendance at lectures or other course functions, projects voluntarily undertaken in excess of specified requirements, correct use of oral or written English and contribution to discussion or other course activities.

Quality Points

The quality-point average indicates the student’s general scholastic average and is a measure of the quality of his or her work, just as credit hours are the measure of its extent. Points are assigned as follows for each semester hour completed:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4.0</td>
</tr>
<tr>
<td>A-</td>
<td>3.7</td>
</tr>
<tr>
<td>B+</td>
<td>3.3</td>
</tr>
<tr>
<td>B</td>
<td>3.0</td>
</tr>
<tr>
<td>B-</td>
<td>2.7</td>
</tr>
<tr>
<td>C+</td>
<td>2.3</td>
</tr>
<tr>
<td>C</td>
<td>2.0</td>
</tr>
<tr>
<td>C-</td>
<td>1.7</td>
</tr>
<tr>
<td>F</td>
<td>0</td>
</tr>
</tbody>
</table>

A student’s GPA is obtained by dividing the total number of quality points by the total number of credit hours carried. Other grades authorized by the deans include the following:

- W – Authorized withdrawal from a course.
- I – Incomplete.

Final grades are available on the MyCanisius portal at the conclusion of each semester. If an official grade report is needed for any reason, contact the Student Records office to request a grade report.

Final course grades cannot in normal circumstances be altered after they have been recorded on the student academic record. Should an exceptional reason occur that would justify a late grade change, the faculty member can submit to the appropriate associate dean a request to change a student’s recorded grade within the following time frame:

- The end of the spring semester following a course taken in the fall
- The end of the fall semester following a course taken in the summer
- The end of the fall semester following a course taken in the spring

Any request for a grade change after these deadlines must be submitted to the dean of the appropriate college with documentation as to why the grade should be changed.

Students who are dissatisfied with their grade in a course may repeat the course once (exceptions may be approved by the appropriate associate dean in consultation with the program director). In such cases both grades will be entered in the student’s record and will show on the student’s transcript, but, for the purpose of computing grade point average, only the higher grade will be used for the GPA calculation.

Incomplete Grade

A student who, for serious and well defined reasons, has failed to fulfill all requirements of a course or has failed to take the final exam may petition the course instructor to request from the appropriate associate dean a grade of “I”, indicating “Incomplete Performance.”

Only the appropriate associate dean or his or her designate (Program Directors in the College of Arts & Sciences) may grant an incomplete grade request. It will not be granted to a student whose only reason is excessive absence during the semester or failure to complete the work of the course before the close of the semester without an exceptionally good reason. Examples of such good reasons might be prolonged illness or hospitalization
during the semester, serious illness at the time of the final examination, or other unusual circumstances.

An incomplete grade, when granted, is merely temporary and will automatically be changed to an “F” grade if a final grade is not submitted by March 1 for the fall, August 1 for the spring and October 1 for the summer.

Probation and Academic Dismissal

The regulations regarding probation and academic dismissal vary from one program to another. Specific information may be obtained from the associate deans or program directors.

Academic Standing

Academic standing is determined by the cumulative grade point average from the beginning of the student's graduate program at Canisius.

The following terms are used to describe a student's academic standing:

1. Academic probation: When a student’s grade point average falls beneath the level indicated below, he/she is placed on academic probation — a serious warning that the student's academic record at the college is unsatisfactory. It is generally not advisable for students on academic probation to take part in extracurricular activities. Varsity athletes, in addition, are governed by NCAA and regional conference regulations. Probation for two successive semesters will result in automatic academic dismissal from the college.
2. Academic dismissal: When a student does not meet the academic requirements of the program, the student will be dismissed from the college (removed from the program). Dismissed students may not enroll in any division of the college and must wait at least six months before applying for readmission. Readmission is not guaranteed.
3. Good academic standing: This is a term used to 1) indicate satisfactory progress toward a degree, and 2) determine a student's eligibility for financial aid. A student who is on academic probation is generally considered to be in good academic standing for financial aid, but is in danger of being dismissed from the program. Further details may be found in the section on Financial Aid.

The grade point average levels for academic probation and academic dismissal are school and/or program specific as described below.

College of Arts and Sciences

Unless described differently on the individual program catalog page, the following guidelines apply to all graduate programs in the College of Arts and Sciences.

To receive a graduate degree in the College of Arts and Sciences, students must maintain a 3.00 QPA.

Graduate students must be in good academic standing with a 3.00 cumulative average to be eligible to take a capstone course, thesis course, or final internship.

Good Academic Standing

Students must maintain a 3.00 grade point average (a B average) to remain in good academic standing. Students who do not meet this requirement are subject to the provisions below.

Academic Probation

A student is placed on academic probation if:

- After completion of nine hours of course work, the student’s cumulative grade point average falls below a 2.70; or
- Any time after completion of nine or more hours of course work, the cumulative grade point average is less than 3.00.

A student may not be placed on academic probation more than twice.

Academic Dismissal

A student may be dismissed from the program if:

- Any student receiving less than a C+ grade in two or more courses will be dismissed from the program; or
- After completion of six hours of course work subsequent to being placed on academic probation, the cumulative grade point average remains less than 3.00; or
- After completion of a second semester on academic probation, the student fails to meet the minimum QPA of 3.00. Two semesters of academic probation include both consecutive and non-consecutive semesters.

School of Education and Human Services

Unless described differently on the individual program catalog page, the following guidelines apply to all graduate programs in the School of Education and Human Services.

Receipt of a grade of “F” will result in a student being placed on academic probation. A second grade of “F” will automatically disqualify a candidate from the master’s degree program. A candidate whose grade point average drops below a 3.00 will be placed on academic probation and will be dismissed from the master’s degree program if their overall grade point average is below a 3.00 in two consecutive terms.

Wehle School of Business

MBA – Flexible MBA (full or part time)

Students must have a cumulative GPA of 2.8 to graduate.

A student is placed on academic probation if:

1. After completion of six hours of course work, the student's cumulative grade point average is 2.00 or lower;
2. Any time after completion of nine or more hours of course work, the cumulative grade point average is less than 2.80.

A student may be dismissed from the program if:

3. After completion of six hours of course work, subsequent to being placed on academic probation, the cumulative grade point average is less than 2.0;
4. After completion of at least 18 hours of course work, the cumulative grade point average is less than 2.80. A student may be dismissed without having been placed on probation first.

One Year MBA

Students must have a cumulative GPA of 2.8 to graduate.

1. A student may be dismissed from the program if the student's QPA is 2.3 or lower, or if they fail or withdraw from a course upon completion of the first semester.
2. A student will be placed on academic probation if the student’s QPA is greater than 2.3 but less than 2.80 upon completion of the first semester.
3. A student may be dismissed from the program if the student’s QPA is less than 2.80, or they fail a course upon completion of the second semester.
Students dismissed from the One Year MBA Program can request to be evaluated for the Flexible MBA Program.

**MBA in Professional Accounting**
Students must have cumulative GPA of 3.0 to graduate.

A student is placed on academic probation if:

1. After completion of six hours of course work, the student's cumulative grade point average is 2.0 or lower,
2. Any time after completion of nine or more hours of course work, the cumulative grade point average is below a 3.0 or lower.

A student may be dismissed from the program if:

1. After completion of six hours of course work, subsequent to being placed on academic probation, the cumulative grade point average is less than 2.0,
2. After completion of at least 18 hours of course work, the cumulative grade point average is less than 3.0. A student may be dismissed without having been placed on probation first.

**MBA in Accounting**
Students must have cumulative GPA of 3.0 to graduate.

For the undergraduate portion of the MBAA 150 hour program, students should review the probationary and dismissal policies in the undergraduate catalog for BS/BA candidates.

For the graduation portion a student is placed on academic probation if:

1. After completion of six hours of course work, the student's cumulative grade point average is 2.0 or lower,
2. Any time after completion of nine or more hours of course work, the cumulative grade point average is below a 3.0 or lower.

A student may be dismissed from the program if:

1. After completion of six hours of course work, subsequent to being placed on academic probation, the cumulative grade point average is less than 2.0,
2. After completion of at least 18 hours of course work, the cumulative grade point average is less than 3.0. A student may be dismissed without having been placed on probation first.

**Grade Review and Appeal Procedure Rationale**

In order to foster an environment of intellectual and ethical development, the procedures below have been developed in accordance with Canisius College’s mission and with the Jesuit principle of care for the whole person. Academic integrity is the foundation of intellectual growth. Students, faculty, and administration are expected to interact with honesty and respect for others and for the college when dealing with grade grievances.

**Grounds for Grade Review**

A student may initiate this process only if he or she believes the final grade has been assigned on an erroneous, or a capricious or arbitrary basis. Grounds include situations such as:

- **Computational error:** The student alleges that the faculty member made a mistake in the mathematical computation of the class grade. If a student believes that a mistake has been made in the computation of his or her grade, the student must first speak with the faculty member. If the faculty member agrees, the faculty member will submit a ‘Change of Grade’ form. If the faculty member does not agree, the student may then follow the procedures and deadlines outlined below.

  - **Arbitrariness or capriciousness:** The student alleges that the grade was based on something other than performance in a course (i.e. non-academic criteria); or the grade reflects standards different from those applied to other students in the course; or the grade departs from the standards of evaluation set forth in the syllabi or other written documents in a substantial, unreasonable, and unannounced way. In this case, the student must follow the procedures and deadlines outlined below.

  - **Discrimination:** The student alleges that the grade reflects a violation of the College’s non-discrimination policy as stated in the College catalogs and student handbooks. In this case, the student should follow the ‘grievance procedures’ for bringing a claim of unlawful discrimination as outlined in the College catalogs and student handbooks.

The burden of proving a claim of an incorrect or unfair grade rests completely with the student. A grade review/appeal case has to be based on specific graded items. The student must provide documentation (e.g., graded tests, assignments, etc.) as evidence to support their claim. Any grade review/appeal must be made by an individual student; a grade review/appeal cannot be brought jointly by multiple students.

The grade review/appeal policy cannot be used to review an instructor’s professional judgment in teaching a class section, or in assessing the quality of a student’s work.

The question of whether the grade should be reconsidered is addressed in two stages: a grade review and, if necessary, a grade appeal. The Assistant/Associate Vice President for Academic Affairs may serve as the academic resource officer, who can guide the student and/or the faculty member, by helping to explain the procedure and steps.

**Grade Review**

In a situation where a student believes his or her grade has been assigned on a capricious or arbitrary basis, the student must abide by the following procedure:

1. The student must contact the class instructor, via Canisius email, to request a grade review. The appropriate Department Chair must also be copied on this email. The student must provide the instructor with a formal written statement (250 to 1000 words), which explains the grounds for a request for a grade review. In addition to the written statement, the student will supply any relevant documents to support the request. These documents could include copies of assignment instructions, tests, papers, rubrics, etc. This statement and any related documentation will be the official basis for all stages of the grade review process and the grade appeal process if the review advances to that level; the student may not add any additional material in later steps. The request must state the grounds upon which the review is sought, and must be sent no later than six (6) working days* from the start of the semester (regular academic session, fall or spring) immediately following that in which the grade was awarded.

   a. If the review results in a change of grade, a grade change is completed by the instructor.

   b. If the student and the instructor cannot resolve the issue, the instructor writes an email to the student and the Department Chair, via Canisius email, articulating the reason for the final grade, as well as including the student’s original request (and any related documentation) for the grade review. In some cases, a Program Director might be the more appropriate person to contact rather than a Chair.
c. If the instructor does not respond to the student’s initial contact within six (6) working days, or six (6) working days from the start of the semester (whichever is later), the student may proceed to step 2.

2. If the student chooses to continue the grade review process, he or she must contact the Department Chair by Canisius email to request further review. This review must be based on the same statement and documentation provided to the instructor; no additional statement or documentation can be added at this time. The instructor must also be copied on the email. If the instructor is also the Chair, a student should contact the Assistant or an Associate Vice President for Academic Affairs. The Assistant or an Associate Vice President for Academic Affairs will assign a senior member of the Department to serve in the role of the Chair in this situation. The student must send this request within six (6) working days of receiving the instructor’s email or, if the instructor has failed to respond, within twelve (12) working days from the start of the semester. The role of the Chair is to facilitate a resolution between the student and instructor. The Chair will review the statement and documentation already supplied to the instructor. The instructor will supply, via Canisius email, a concise explanation of her/his denial of the request (250 to 1000 words), including appropriate documents supporting the instructor’s decision. These documents could include copies of assignment instructions, tests, papers, rubrics, etc. If the review results in a change of grade, a grade change is completed by the instructor. It is recommended that the Chair finalize the grade review within six (6) working days of receiving the request of grade review, as outlined in this step. Most grade reviews will end here.

- A working day is defined as a day when regular classes (fall or spring semester) are in session at the college.

**Grade Appeal**

If the student does not accept the results of the grade review, he or she may initiate a formal grade appeal.

1. The student may appeal the decision to the appropriate Assistant/Associate Dean’s office within six (6) working days after the grade review process by the Chair is complete. If the student chooses to continue the grade review process to level of a formal appeal, he or she must contact the Assistant/Associate Dean by Canisius email to request further review. This request for review must be based on the original statement and documentation first provided to the instructor in Step I. The Chair and the instructor must also be copied on the email to the Assistant/Associate Dean. In turn, the Assistant/Associate Dean must collect the emails from the instructor and the Department Chair written during the grade review process (Steps I. 1. and I.2.) as well as any other information deemed relevant by the Chair, instructor, and/or Assistant/Associate Dean. At this stage, the Assistant/Associate Dean creates a file consisting of the student’s emails with evidence, the Chair’s email, the instructor’s email and other relevant information. No information other than the Assistant/Associate Dean’s decision letter can be added to the file after this point. In the event that the Assistant/Associate Dean needs to recuse himself/herself, the Dean of the appropriate school will fulfill the role. Should the Dean need to recuse himself/herself, then the Dean of one of the other schools will fulfill the role of the Assistant/Associate Dean, as outlined below.

2. The Assistant/Associate Dean decides whether or not the grade should be reconsidered, writes a letter explaining his or her decision, and adds it to the file. It is recommended that the Assistant/Associate Dean finalize the grade appeal within six (6) working days of receiving the request of grade appeal, as outlined in Step II.1. The Assistant/Associate Dean’s decision is final and binding. If the decision is not to reconsider the grade, the original grade will not be changed and the grade grievance process is complete. If the decision is to reconsider the grade, the procedure in #3 below is followed.

3. If the Assistant/Associate Dean concludes that reconsideration of the grade is appropriate, the Assistant/Associate Dean, the instructor, and student will each select one tenured faculty member who has not been involved in the process described above. The panel is formed with members from the Department in question and must be formed within six (6) working days of the Assistant/Associate Dean’s decision. If the Department does not have a sufficient number of members, the panel will be expanded to include tenured members of the Departments in the division (Humanities, Natural Science, Social Science, Business, or Education) of which the Department is a part.

4. The panel will review the file assembled by the Assistant/Associate Dean in #1 above. Based on their review of the file, the panel will assign a grade for the course in question. That grade may be the same as that assigned by the instructor, or a higher or lower grade, according to the panel’s judgment. The panel must reach a decision within sixteen (16) working days of its formation. The Assistant/Associate Dean, student, instructor and Department Chair will be informed of the panel’s decision via Canisius email. This decision will include a brief explanation of the outcome. When applicable, the authorized grade change will be submitted by the Assistant/Associate Dean to the registrar. The decision of the panel is final and binding.

**Code of Academic Integrity**

- **Mission and Pledge**

  The Canisius College community is dedicated to academic excellence and is, therefore, committed to establishing and maintaining an atmosphere of trust. All members of the community agree and pledge to exercise complete integrity in their academic work. Academic integrity is the foundation of true intellectual growth; it demonstrates respect for oneself and for others.

  The students, faculty and administration of Canisius College understand their responsibility for maintaining academic integrity to be both individual and collective. Fulfilling this responsibility requires us to uphold high standards in our own conduct and to exercise fairness towards each other. All instances of academic dishonesty are a breach of community standards. Students, administrators and staff, course instructors and their representatives are expected to report violations of the Code of Academic Integrity.

  All members of the Canisius College community are committed to administering the Code of Academic Integrity in a manner consistent with our mission: to teach responsibility, to foster learning and to care for the intellectual and ethical development of the whole person.

  Violations of the Code of Academic Integrity shall be dealt with in a manner which is just to all parties and contributes to the learning process. Sanctions shall be shaped by the belief that infractions are not simply occasions for punishment, but are opportunities for learning and for improving the ethical standards of the individual and the community.

  All Canisius College students are automatically bound by the Code of Academic Integrity. As a reminder and reinforcement of the ideals this code embodies, course instructors are asked to place a pledge on scheduled tests and assignments, as well as in the course syllabus.
Students, in turn, are asked to carefully consider and sign the pledge, which reads:

“As a member of the Canisius College Community I understand and will uphold the standards for academic behavior as stated in the Code of Academic Integrity.”

- Standards for Academic Behavior

A. Prescriptions

Academic integrity requires a commitment to five fundamental values: honesty, trust, fairness, respect, and responsibility.

1. Honesty
   As an academic community of integrity, Canisius College requires intellectual and personal honesty in learning, teaching, research, and service. Honesty is the prerequisite for full realization of trust, fairness, respect, and responsibility. The policies of Canisius College discourage dishonesty in the forms of cheating, lying, fraud, theft, and other behaviors that jeopardize the rights and welfare of the college community and diminish the worth of its academic degrees. All members of the community subscribe to the principle of observing basic honesty in their work, words, ideas, and actions.

2. Trust
   As an academic community of integrity, Canisius College seeks to foster a climate of mutual trust, encourage the free exchange of ideas, and enable all members of the community to reach their highest potential. Trust creates an environment in which collaboration is valued and information and ideas can be shared without fear of one’s work being stolen. It also allows us to believe in the social value of our scholarship and the degrees that are achieved here.

3. Fairness
   As an academic community of integrity, Canisius College seeks to set clear standards, practices and procedures, and expects fairness in the interactions of all members of the community.

4. Respect
   As an academic community of integrity, Canisius College recognizes the participatory nature of the learning process and honors and respects a wide range of opinions and ideas. If they are to be rewarding, teaching and learning demand both active engagement and mutual respect among all members of the community. Respect is shown by attending class, being on time, paying attention, listening to other points of view, valuing the aspirations and goals of others and recognizing them as individuals, being prepared and contributing to discussions, meeting academic deadlines and performing to the best of one’s ability.

5. Responsibility
   As an academic community of integrity, Canisius College upholds personal accountability and depends upon action in the face of wrongdoing. Every member of the academic community is responsible for upholding the integrity of the scholarship and research carried out here. Such shared responsibility leads to personal investments in upholding our academic integrity standards. Being responsible means taking action against wrongdoing, discouraging and seeking to prevent misconduct by others. One primary responsibility is to discourage violations of the Code of Academic Integrity by others.

B. Proscriptions

All students of the college are expected to understand the meaning of the Code of Academic Integrity. Ignorance of the code is not a valid reason for committing an act of academic dishonesty. Students should realize that their actions may affect other students. In general, students may not obstruct or interfere with other students’ academic work or otherwise undertake an activity with the purpose of creating or obtaining an unfair academic advantage over other students. Each of the following behaviors violates all of the principles of honesty, trust, fairness, respect, and responsibility explained above and is thus prohibited.

1. Plagiarism — what about copying from the Internet and citing someone else?
   Plagiarism is using someone else’s work without citing the source. Of course, common sense as well as ethics should determine what you document. For example, you rarely need to give sources for familiar proverbs (‘You can’t judge a book by its cover’), well-known quotations (‘We shall overcome’), or common knowledge (‘George Washington was the first president of the United States’). But you must indicate the source of any appropriated material that readers might otherwise mistake for your own (5th Edition, pp. 30, 33). Plagiarism may range from isolated formulas, sentences, or paragraphs to entire articles copied from books, periodicals, websites, speeches, or the writings of other students. Honesty requires that any work or materials taken from another source, for either written or oral use, must be acknowledged. Any student who fails to give credit for ideas or materials obtained from another source is guilty of plagiarism. Plagiarism, in any of its forms, whether intentional or unintentional, violates standards of academic integrity. Examples of plagiarism include, but are not limited to:
   - Direct quotation of any source material whether published or unpublished without giving proper credit through the use of quotation marks, footnotes and other customary means of identifying sources. This includes complete sentences or paragraphs, or an entire piece of written work.
   - Paraphrasing another person’s ideas, opinions, or theories from books, articles, websites, etc., without identifying and crediting sources.
   - Borrowing facts, statistics, graphs, diagrams, photographs, or other illustrative or visual materials that are not clearly common knowledge without identifying and crediting sources.
   - Copying another student’s essay test answers.
   - Submitting papers written by another person or persons. This includes copying, or allowing another student to copy, a computer file that contains another student’s assignment and submitting it, in part or in its entirety, as one’s own.
   - Working together on an assignment, sharing the computer files and programs involved, and then submitting individual copies of the assignment as one’s own individual work without course instructor approval.
• Buying or selling, or exchanging term papers, examinations, or other written assignments, or any part of them.
• Offering false, fabricated, or fictitious sources for papers, reports, or other assignments.

2. Cheating
Cheating includes, but is not limited to: using unauthorized notes, study aids, or information on an examination, test, etc.; altering a graded work after it has been returned, then submitting the work for regrading; or allowing another person to do one’s work and submitting that work under one’s own name. Cheating also includes the possession, without authorization, of copies of tests, answer sheets, or other materials, however obtained, that could interfere with fair, accurate testing, as well as retaining, possessing, using or circulating previously given examination materials without authorization.

3. Duplicate Submission of the Same Work
Submitting the same work for more than one course is a violation unless the professor(s) assigning the work gives consent in advance. This includes work first produced in connection with classes at either Canisius College or other institutions attended by the student.

4. Collusion
Collusion includes cooperation that results in the work or ideas of others being presented as one’s own (e.g., rather than as a group effort). However, ordinary consultation of faculty, library staff, tutors or others is legitimate unless the instructor has imposed stricter limits for a particular assignment.

5. False Information and Lying
This includes consciously furnishing false information to other students, faculty members and their representatives, advisors, administrators or representatives of the college offices with the intent to mislead. Instances would include but are not limited to misrepresenting activity outside of the classroom (reports on field work, internships, etc.) or improperly seeking special consideration or privilege (e.g., for postponement of an examination or assignment deadline, etc.).

6. Falsifying Academic Documentation and Forgery
This includes any attempt to forge or alter academic documentation (including transcripts, letters of recommendation, certificates of enrollment or good standing, registration forms, drop/add forms, withdrawal forms, and medical certification of absence) or to falsify other writing in academic matters (e.g., any documentation provided to instructors) concerning oneself or others.

7. Theft, Abuse, and Destruction of Academic Property
This comprises unauthorized removal, retention, mutilation, or destruction of common property of the college that deprives others of equal access to these materials. Such property includes but is not limited to library materials, laboratory materials, computers and computer software, etc. This includes also sequestering library materials for the use of an individual or group; a willful or repeated failure to respond to recall notices from the library; and the removal or attempt to remove library materials from the library without authorization. The theft, mutilation, or destruction of another student’s academic work, including books, notes, computer programs, papers, reports, laboratory experiments, etc. also falls under this type of violation.

8. Unauthorized Use of Information Technologies
In the context of the completion of a course and/or assignments (contained within a course), the unauthorized use of computers or the college’s computer network (e.g., the unauthorized use of software, access codes, computing accounts, electronic mail, and files) or other electronic devices (calculators, smart phones, iPods/iPads, tablets etc.) is prohibited.

9. Aiding and Abetting Academic Dishonesty
This includes intentionally: (a) providing material, information, or other assistance to another person with knowledge that such aid could be used to commit any of the proscribed acts noted above; or (b) providing false information in connection with any inquiry regarding academic integrity.

Procedures for Handling Academic Misconduct
A faculty member may charge a student in his or her course with academic misconduct. After the student has been informed of the charge and the evidence upon which it is based and has been given an opportunity to present a defense or explanation, the faculty member shall issue a finding and impose a penalty within the course.

The student may accept the penalty or choose to appeal. The student may appeal the finding or the penalty to the chair of the faculty member’s department within ten calendar days of the finding. Each party will present his case to the chair, who will then render a decision.

The student and the faculty member may accept the decision of the chair or either of them may appeal the matter to the appropriate associate academic dean or his or her designate within ten calendar days. Each party will present his case to the associate dean or his or her designate, who shall then render a decision.

At either stage of appeal, the chair, the associate dean or his or her designate may dismiss the charge, affirm the charge and penalty, or affirm the charge but change the penalty.

At any time after a student has been charged with academic misconduct, but before the associate dean or his or her designate has rendered a final decision, the student may request a college ombudsman to facilitate an informal resolution to the problem. The resolution may include a penalty. After a student has been charged with academic misconduct, he or she may request the assistance of another member of the college community in presenting an explanation or defense to the faculty member, chair, associate dean, or his or her designate.

Penalties
The penalties that may be imposed upon a student found responsible for academic misconduct include, but are not limited to, the following:

• If consultation with the associate dean of the student’s school reveals no prior offense.
• The student’s grade in the assignment or examination in question will be a “F.” At the discretion of the instructor, the assignment or examination may be repeated in a different form.
• In addition, the student may receive a failing grade in the course.
• The instructor may devise a penalty appropriate to the circumstances. If a prior offense is on record, the course grade should be an “F.” The student’s associate dean may impose a penalty outside the course, including the recommendation of suspension or expulsion. The Vice President for Academic Affairs makes all final decisions regarding suspension or expulsion for reasons of academic misconduct.

Record Keeping

In all instances of academic misconduct in which a final penalty has been imposed, the person imposing the penalty shall notify the associate dean of the student’s school for inclusion of the matter in the student’s confidential file. This file enables the associate dean to determine when a student has engaged in more than one act of academic misconduct. Academic misconduct files are maintained in the Student Records Office.

After a student graduates, the confidential file concerning the misconduct shall be destroyed. However, if the student is expelled for academic dishonesty, the file will be retained.