

Students at FVCC are expected to practice academic honesty at all times. Academic misconduct is subject to consequences by the course instructor and/or through the Dean of Student Affairs and/or the Vice President of Academic and Student Affairs.

Student Responsibility

Students have full responsibility for the content and integrity of all academic work submitted. Ignorance of FVCC policy does not constitute a basis for waiving the policy or the consequences for violating that policy. Students unclear about a specific situation should ask their instructors or academic staff who will explain what is and is not acceptable in their classes or on campus.

College Responsibility

It is the responsibility of instructors to provide information on College policy and procedures regarding Academic Integrity, or a reference to it, on their course syllabi.

Definitions

Academic misconduct is defined as all forms of academic dishonesty, including but not limited to

1. Plagiarism: Submitting another person's words, ideas, data, or materials as one's own. Plagiarism includes cutting and pasting material from the web, for example, Wikipedia, organization websites, pictures, tables, graphs, and other text or data without appropriate citation. For an in-depth explanation of the various types of plagiarism, please see [Plagiarism Spectrum](#).
2. Cheating and/or other kinds of misconduct during an examination or academic exercise: Copying from another student's paper, consulting unauthorized material including electronic devices, giving information to another student, collaborating with one or more students without authorization, or otherwise failing to abide by College or instructor rules governing the examination or academic exercise without the instructor's permission.
3. Unauthorized possession of tests or other course materials: Acquiring or possessing an examination or other course materials without authorization by the instructor.
4. Tampering with course materials: Destroying, hiding, or otherwise tampering with source materials, library materials, laboratory materials, computer equipment or programs, or other course materials.
5. Submitting false information: Knowingly submitting false, altered, or fabricated information, data, quotations, citations, or documentation in connection with an academic exercise.
6. Submitting work previously presented in another course (aka: self-plagiarism).
7. Improperly influencing conduct: Acting improperly to influence an instructor to assign a grade other than the grade actually earned.
8. Substituting, or arranging substitution, for another student during an examination or other academic exercise: Knowingly allowing others to offer one's work as their own.
9. Facilitating academic misconduct: Knowingly helping or attempting to help another person commit an act of academic misconduct, including assistance in an arrangement whereby any work, classroom performance, examination activity, or other academic exercise is submitted or performed by a person other than the student under whose name the work is submitted or performed.
10. Altering transcripts, grades, examinations, or other academically-related documents: Falsifying, tampering with, or misrepresenting a transcript, other academic records, or any material relevant to academic performance, enrollment, or admission, or causing falsification or misrepresentation of any of the above.

1. Resolution by the Course Instructor

A. Academic Consequences: The instructor may impose the following:

- 1) An assignment to repeat the work or an alternate assignment;
- 2) A lower or failing grade on the particular assignment or test;
- 3) A lower grade or failing grade in the course; and/or
- 4) Completion of Research Basics Plagiarism Training Module (JSTOR) via the FVCC Library and quiz. *(This module is an hour-long, comprehensive online training module on plagiarism with a quiz at the end. Students instructed to complete the module as an Academic Consequence will access the module through the Library Director. Instructors who assign this academic consequence need to notify the Library Director of the student's name. The Library Director will facilitate the training and ensure that the student prints out quiz results that the Library Director will deliver to the assigning instructor.)*

B. When an incident of alleged academic misconduct is discovered by or brought to the attention of the course instructor, the instructor contacts the accused student within ten business days to arrange a meeting to discuss the alleged misconduct. The course instructor and the student may each have a person of choice present at this meeting.

At this conference the course instructor will

- 1) Inform the student of the alleged academic misconduct and present the evidence supporting the allegation;
- 2) Allow the student an opportunity to respond to the allegation(s) and evidence;
- 3) Discuss any Academic Consequences imposed, possible College Sanctions and the student's right to appeal;
- 4) If an Academic Consequence other than a verbal or written reprimand is imposed, the instructor completes an Academic Misconduct Notification form, obtains the student's signature, and submits the form to the Dean of Student Affairs. The Academic Misconduct Notification will be expunged from the student's file seven years after the infraction.
- 5) If a College Sanction is recommended, or if the student denies the charge, the instructor completes an Academic Misconduct Notification form, obtains the student's signature, and submits the form to the Dean of Student Affairs, who will contact the student within ten business days of receiving the Academic Misconduct Notification form and set up a meeting with the student to discuss the appeal process.

2. College Sanctions

A. A student who has been subject to Academic Consequences by instructors more than once at FVCC, or per an instructor's written request, may be subject to College Sanctions in addition to academic consequences. The College may impose the following sanctions as a result of repeated or recurrent offenses and a formal investigation and guilty ruling by the Dean of Student Affairs and/or the Vice President of Academic and Student Affairs:

- 1) **Disciplinary Warning:** The student is warned that further misconduct may result in more severe disciplinary sanctions.
- 2) **Disciplinary Probation:** The student is warned that further misconduct may result in suspension or expulsion. Conditions may be placed on continued enrollment for a specified period of time.

- 3) Suspension: The student is separated from the College for a specified period of time and may also be excluded from participation in any College-sponsored activity.
- 4) Expulsion: The student is permanently separated from the College and may also be excluded from any College-owned and/or -controlled property or events.
- 5) Denial of a Degree: A degree is not awarded.
- 6) Revocation of a Degree: A previously awarded degree is rescinded

3. Student Appeal Process

- A. A student may present a formal appeal in writing to the Dean of Student Affairs within ten business days of being notified of an Academic Consequence imposed by an instructor. The student must provide evidence that the determination of academic misconduct was incorrect and may attach copies of any relevant documents.
- B. A student may present a formal appeal in writing to the Vice President of Academic and Student Affairs within ten business days of being notified of a College Sanction imposed by the Dean of Student Affairs. The student must provide evidence that the determination of academic misconduct was incorrect and may attach copies of any relevant documents.
- C. Student appeals will be reviewed by the Academic Integrity Board, a sub-committee of the Student Complaint Panel, and follow the Formal Complaint Procedure found here: <https://www.fvcc.edu/wp-content/uploads/2015/12/Student-Complaint-Procedures.pdf>. A hearing will be held within fifteen business days of the receipt of the student appeal. The student shall have the opportunity to present a position through written memoranda, oral presentations, and/or witnesses. The instructor who made the initial academic misconduct allegation shall be invited to the hearing. The Academic Integrity Board will render a decision within three business days of the hearing. The decision will be one of the following and will be final:
 - 1) Affirm the determination of academic misconduct and the academic consequence and/or College sanction; or
 - 2) Affirm the determination of academic misconduct but modify the academic consequence and/or College sanction; or
 - 3) Reject the determination of academic misconduct and set aside any sanction.

