

ACADEMIC MISCONDUCT AND CLASSROOM DISRUPTIONS

ARTICLE NUMBER: 434

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REFERENCE:

PURPOSE

The administration, faculty and students of Tillamook Bay Community College (TBCC) believe that academic honesty, integrity and appropriate behavior in the classroom are fundamental to the mission of higher education. TBCC has a responsibility to promote academic honesty and integrity and to assure the highest ethical and professional standards and behavior in the classroom. Accordingly, the college has developed procedures that address instances of academic misconduct and disruptions in the classroom. Students who violate these standards violate this policy and will be subject to academic and/or disciplinary sanctions.

Academic misconduct and disruptions in the classroom includes, but may not be limited to, cheating, plagiarism, forgery, falsification, facilitation or aiding academic dishonesty; multiple submission, theft of instructional materials or tests; unauthorized access to, manipulation of or tampering with laboratory equipment, experiments, computer programs, without proper authorization; alteration of grades or files; misuse of data; use of personal relationships to gain grades or favors, utilizing false identification, or otherwise attempting to obtain grades or credit through fraudulent means.

A description of some forms of academic dishonesty and some examples are provided to help the student understand their responsibilities for academic honesty:

- A. Cheating - giving, using or attempting to use unauthorized materials, information, notes, study aids or other devices in any academic exercise including unauthorized communication of information. Examples of cheating include copying from another student's paper or receiving unauthorized assistance during a quiz, test or examination; using books, notes or other devices such as calculators, unless authorized; acquiring without authorization copies of tests or examinations before the scheduled exercise; or copying reports, laboratory work or computer programs or files from other students.
- B. Falsification / fabrication - the invention or unauthorized alteration of any information or citation in an academic exercise. Examples of falsification include the false citation of a source of information; altering the record of, or reporting false information about practicum or clinical experiences; altering grade reports or other academic records; submitting a false excuse for absence or tardiness; or altering a returned examination paper and seeking a better grade.
- C. Tampering - interfering with, altering or attempting to alter university records, grades, assignments, laboratory experiments or other documents without authorization. Examples of tampering include using a computer or false-written

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document to change or affect the grade recorded for a student; forging the signature of a college official on a drop/add sheet or other official university record; erasing records or information of a student; unauthorized access to a university record by computer or unauthorized entry into an office or file; or obtaining information from the university without proper authorization.

- D. Plagiarism - presenting the work of another as one's own without proper acknowledgment. Examples of plagiarism include submitting as one's own work the work of another student, ghost writer or commercial writing service; directly quoting from a source without acknowledgment; paraphrasing or summarizing another's work without acknowledging the source; or using facts, figures, graphs, charts or information without acknowledging the source. Plagiarism may occur orally or in writing and may involve computer programs and files, research designs, distinctive figures of speech, ideas and images or any other information that belongs to another person and is not acknowledged as such. Inadvertent or unintentional misuse or appropriation of another's work (such as relying heavily on source material that is not expressly acknowledged) is still considered plagiarism. It is also considered Plagiarism when collaborating on work with the knowledge that the collaboration is not authorized or will not be reported.
- E. Facilitating academic misconduct - giving assistance or attempting to assist another in the commitment of academic misconduct.
- F. Multiple submission - submitting the same paper or oral report for credit in two courses without the faculty's permission; making minor revisions in a paper or report for which credit has already been received and submitting it again as a new piece of work.
- G. Other Academic Misconduct - Examples of academic misconduct include allowing another student to copy from one's paper during an examination or test; distributing test questions or substantive information about the material to be covered on a test before the scheduled exercise; or taking an examination or test for another student or signing a false name on an academic exercise.
- H. Disruptive Classroom Behavior – Examples of disruptive classroom behavior includes behavior prohibited by the faculty, including but not limited to: smoking in the classroom, persistently speaking without being recognized or called upon, refusing to be seated, unauthorized use of cell phones, laptops or other relevant technology, and disrupting the class by repeatedly leaving and entering the room without authorization. It must be emphasized that this provision is not designed to be used as a means to punish classroom dissent. The expression of disagreement with the faculty or classmates is not in itself disruptive behavior.

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The primary responsibility for managing the classroom environment rests with the faculty. Students who engage in any prohibited or unlawful acts that result in disruption of a class may be directed by the faculty to leave the class for the remainder of the class period.

Longer suspensions from a class or dismissal from a course on disciplinary grounds must be preceded by a charge of a violation of the Student Conduct Code. A student dismissed from a class as the result of a Student Conduct Code violation will be assigned a grade of F (Failing). The student may register to re-take the course at a later date in accordance with existing college policy.

The following sanctions may be imposed for academic misconduct and disruptive students. The faculty-imposed sanctions are limited to items A through D. Sanctions E through I, due to academic misconduct, require administrator support and approval.

- A. Oral reprimand;
- B. Written reprimand;
- C. An assignment to repeat the work or an alternate assignment;
- D. A lower or failing grade on the particular assignment or test;
- E. A lower grade or failing grade in the course;
- F. Removal of the student from the course in progress;
- G. Removal of the student from a major, college or program;
- H. Withdrawal of degree or academic credit previously bestowed; and
- I. Any sanction that may be imposed for violation of the Student Conduct Code including disciplinary probation, suspension or expulsion from the college.

A student has the right to grieve any academic sanction following college policy and procedure.