

SOUTHWESTERN COMMUNITY COLLEGE	STUDENT SERVICES DISCIPLINE AND APPEAL PROCEDURES FOR ACADEMIC RELATED VIOLATIONS	Procedure 6.03.02.01
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I. OVERVIEW

The Executive Vice President for Instruction and Student Services (“Executive Vice President”) is responsible for implementing student discipline procedures for academic dishonesty. The College is committed to providing an excellent educational experience for all students. Academic integrity is an essential component to this level of education.

The academic penalty for academic-related violations should be clearly stated by the instructor in each course syllabus and review at the beginning of the first class meeting. Academic penalties may range from a verbal warning to a failing grade in the course and must be consistently applied.

These procedures only apply to academic-related violations, outlined herein and defined in Policy 6.03.02 – Standards of Student Conduct. For non-academic violations, see 6.03.02.02 – Discipline and Appeal Procedures for Non-Academic Related Violations.

II. DEFINITION OF ACADEMIC-RELATED VIOLATIONS

These procedures cover the following academic-related violations (defined in Policy 6.03.02 – Standards of Student Conduct):

- A. Plagiarism;
- B. Cheating;
- C. Aiding Acts of Academic Dishonesty; and
- D. Violations of Normal Classroom Behavior

III. INSTRUCTOR’S INVESTIGATION AND DETERMINATION

A. INSTRUCTOR’S INVESTIGATION

An instructor suspecting an incident of an academic-related violation shall follow these steps to address the concern:

1. The instructor suspecting the alleged violation shall first present concerns to the student and provide an opportunity for the student to explain or refute the concerns.
2. The student will be allowed to comment on the evidence or to present evidence to clarify the issue in question.
3. Based on the evidence presented and the student’s comments, the instructor shall determine whether or not an academic-violation has occurred. This determination will result in one of the following findings:

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- a. An academic-related violation did not take place and the issue is resolved.
- b. An act of academic dishonesty did occur.

B. INSTRUCTOR'S DETERMINATION

1. The instructor will communicate his/her findings via email to the student's official College email address within three (3) working days of the initial meeting with the student. The instructor shall inform the student of the imposed academic sanctions. The instructor will also inform the student of his/her appeal rights including the name and contact information of the respective dean in the appeal process.
2. The instructor will immediately report findings of academic-related violations and the imposed academic sanction to the appropriate academic dean.

IV. APPEAL PROCEDURES

A. APPEAL TO THE DEAN

1. A student who disagrees with an instructor's decision may appeal to the appropriate division dean. This appeal must be submitted in writing within three (3) working day of receipt of the instructor's decision and describe with specificity why the student believes the instructor's findings were in error.
2. The dean will review the appeal and the instructor's findings and will communicate with the parties as needed before ruling on an appeal.
3. After considering the evidence, the dean will confirm, modify, or overturn the instructor's decision.
4. The dean will inform the student, via the student's official College email address, of the decision within five (5) working days of the receipt of the student's appeal.

B. APPEAL TO THE EXECUTIVE VICE PRESIDENT

1. A student who disagrees with the dean's decision may appeal to the Executive Vice President. This appeal must be submitted in writing within three (3) working day of receipt of the dean's decision and describe, with specificity, why the student believes the dean's findings to be in error.
2. The Executive Vice President will review the appeal and previous findings and will communicate with parties as needed before ruling on an appeal.

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3. After considering the evidence, the Executive Vice President will confirm, modify, or overturn the dean's decision.
4. The Executive Vice President will inform the student via the student's official College email address of the decision within five (5) working days of the receipt of the student's appeal.
5. The Executive Vice President's decision is final.

Cross Reference: 6.03.02 – Standards of Student Conduct
6.03.02.02 – Discipline and Appeal Procedures for Non-Academic Related Violations

Adopted: April 2012

Revised: October 28, 2014