

Academic and Classroom Violations

The College of the Siskiyous administration is committed to maintaining a safe and secure learning environment for faculty, staff and students. As part of this effort, this document is intended to assist and support faculty, staff and students as our partners and colleagues regarding potential classroom issues. When we encounter behavior that may have violated our policy, we are bound to respond per Ed Code and Title 5 regulations, which is reflected in our Board Policies and Administrative Policies (AP), specifically AP 5500 and 5520

The following conduct shall constitute good cause for discipline:

ACADEMIC DISHONESTY

Academic dishonesty includes, but is not limited to, cheating, plagiarism (including plagiarism in a student publication), or engaging in other types academic dishonesty.

For purposes of this provision, the term “cheating” includes, but is not limited to:

- Use of any unauthorized assistance in taking quizzes, tests, or examinations;
- Use of sources beyond those authorized by the Instructor in writing papers, preparing reports, solving problems, or carrying out other assignments;
- The acquisition, without permission, of tests or other academic material belonging to the College.
- Using DSPS accommodations for unintended purposes/situations.

The term “plagiarism” may be broadly defined as trying to pass someone else’s work off as your own and includes, but is not limited to:

- The use, by paraphrase or direct quotation, of the published or unpublished work of another person without full and clear acknowledgment.
- The uncited use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials.

“F” as a Sanction

Legal Opinion 07-12, from the California Community Colleges Chancellor’s Office, states that **a faculty member may give a student a failing grade for the particular assignment or examination**. However, an instructor cannot automatically give a student a grade of “F” for the entire course, as it may be in violation of Title V grading regulations. Also, if an “F” is given for the entire course, the student does have the right to submit a grade appeal/grievance.

If the student has been involved in academic dishonesty more than once, or if it’s severe enough, we strongly urge that this student go through the College Student Conduct process. This will not only allow for the student’s due process rights, but will also allow the College to document the incident(s) and possibly assign stricter, broader sanctions if appropriate.

DISRUPTIVE BEHAVIOR

Disruptive behavior disrupts the classroom or administrative functions and includes such behavior as willful disobedience, regular profanity or vulgarity, or the open and persistent defiance of the authority of, or persistent abuse of, college personnel.

Immediate Removal from Class

If the behavior is severe enough, faculty may remove a student from class. Removal from a class involves the following steps:

- The student is informed that he/she is removed from the class and informed of the conditions to return. If the student refuses to leave, the police may be called.
- A report is submitted to the appropriate Dean or Director and copied to the Student Conduct Administrator within 24 hours of the incident.
- The Instructor discusses the situation with the Dean or Director to determine an appropriate action.
- Action may include removal for up to, but not more than, two class meetings, which includes the first class removal.
- If permanent removal from a class or a program is recommended, the incident should be adjudicated through the Student Conduct process.

Discipline Process

If a student may have violated the Code of Conduct, a charge should be prepared in writing, using the Information/Incident Report Form, and directed to the Student Conduct Administrator, Vice President of Student Services (VPSS), or Designee. Charges should be submitted as soon as possible after the person has knowledge of the alleged misconduct. The Information//Incident Report Form is located in Navigator, under "Resources." <http://www.siskiyous.edu/safety/incidentreport.pdf>

Once the written notice is received, the Student Conduct Administrator or Designee will conduct an investigation to determine if the charges have merit and/or if they can be disposed of administratively by mutual consent of the parties involved. Such disposition shall be final and there shall be no subsequent proceedings. If the student admits violating College policy, but sanctions are not agreed upon, there will be a subsequent process that may include a hearing. This hearing shall be limited to determining the appropriate sanction(s).

All charges that are not resolved by mutual consent will follow the Student Conduct Process, as identified Administrative Procedure 5520. <http://www.siskiyous.edu/procedures/services/AP5520.pdf>

Due Process in Student Conduct Procedures

In Higher Education administrative procedures, students have the right to "due process." This is basically described as the right respond to allegations made against them and to a fair process. Students have the right to appeal the outcome of the process if they can demonstrate that they were not allowed "due process," or if new information can be brought forward for consideration.

In closing...

We sincerely hope that you have successful, collegial experiences at College of the Siskiyous. However, if you suspect there has been a violation of the Student Conduct Code, we'd like to assist you. If you have questions or need additional information, please feel free to contact the Student Services Office, at (530) 938-5374, or StudentServices@siskiyous.edu.

College of the Siskiyous Student Conduct Process AP 5520

