

ACADEMIC DISHONESTY

Statement on Academic Honesty

The college expects students to be honest in all academic work and maintain their own integrity as well as the academic integrity and reputation of their institution. Students who seek to better their records in dishonest ways demean themselves and show a lack of regard for others. Instead, students should take full advantage of the opportunities offered by the college to ensure that their time here is well spent, their experience is productive and their academic credentials are valuable. Students who do this will be better prepared for future endeavors and are more likely to meet with success in a world in which their performance will be the main criterion of recognition and advancement.

Acquisition of knowledge and the development of the skills necessary for success in one's chosen field are among the aims of education. Academic dishonesty is inconsistent with those aims and will not be tolerated. Academic dishonesty is an intentional act of fraud in which a student seeks to claim credit for the work or efforts of another without authorization or uses unauthorized materials or fabricated information in any academic exercise. The college considers academic dishonesty to include forgery of academic documents, intentionally impeding or damaging the academic work of others or assisting other students in acts of dishonesty. It is the student's responsibility to know what constitutes academic dishonesty. If a student is unclear whether a particular act constitutes academic dishonesty, he or she should consult with the instructor of the class involved.

Any act of academic dishonesty will result in disciplinary action by the college. The maximum penalty under the provisions of this policy is permanent expulsion from the college. Disciplinary action will be determined according to the severity of the infraction as recommended by the faculty member and sanctioned by the college administration.

Disciplinary Procedure

1. All acts of academic dishonesty, based on the instructor's determination of probable cause*, must be reviewed with the appropriate academic dean. After the review, the dean will notify the vice president of student and information services, and the faculty member will submit the Academic Dishonesty Report Form to the vice president of student and information services, the student and the dean. Upon receipt of notification, the vice president of student and information services will place an academic hold on the student record.

The hold will prevent the student from withdrawing during the review.

After the student acknowledges receipt of the Academic Dishonesty Report Form (by signature, returned email, registered mail receipt), he/she will have 10 days to respond to the charge and recommended penalty. In the event the student fails to respond, and if the vice president of student and information services accepts the recommended disciplinary action, the student waives the right to an appeal.

2. The faculty member reporting an act of academic dishonesty may recommend expulsion from the college or program, or a lesser disciplinary action such as a failing grade on the test, paper, project, etc., or a failing grade in the course. In all cases of academic dishonesty, the proportionality of the sanction is to be considered relative to the incident. Sanctions less than expulsion should be based on a preponderance of the evidence**, whereas expulsion from the college or a program should be based on clear and convincing evidence***.
3. The vice president of student and information services shall make available an opportunity for consultation with both parties. Following consultation (if desired by either or both parties), the vice president shall inform, in writing, the faculty member and student of his/her acceptance, rejection or modification of the disciplinary recommendation within seven days of receipt of the deadline to appeal.
4. The vice president shall inform both parties of the appeal/due process available.
5. The vice president shall maintain a record of all acts of academic dishonesty.
6. Once the faculty member recommends disciplinary action, the student shall not be permitted to withdraw from the course until the review process is completed. If the charge of academic dishonesty is set aside, the student may withdraw from the course following the withdrawal procedures for the time period of the initial incident.
7. Procedural timelines may be waived by the vice president in the interest of facilitating due process and fairness.

Appeals Procedure

1. A student subject to disciplinary action for academic dishonesty or the faculty member who reported the act of academic dishonesty may appeal the decision of the vice president of student and information services as to whether academic dishonesty did or did not take place. Neither the student nor the faculty member can appeal the disciplinary action or sanction as rendered by the vice president. The appeal must be made to the vice president's office within seven days of notice of the vice president's decision.
2. The vice president shall appoint an appeals committee composed of two students, two faculty members and an administrator to hear the appeals. The appointed administrator shall chair the committee. The vice president and the faculty member making the charge shall not serve on the committee.
3. If it is the vice president's decision that academic dishonesty has occurred and the student appeals, the committee shall determine whether the student has committed academic dishonesty. If the committee determines the student has not committed academic dishonesty, all disciplinary action shall be rescinded. If the committee determines the student has committed academic dishonesty, the vice president's disciplinary action shall stand. The committee's determination shall be final and binding.
4. If the vice president determines that the charge of academic dishonesty has not been proven, the faculty member may appeal the decision. If the appeals committee (see item 2) determines that an act or acts of academic dishonesty has been proven, the committee shall, by majority vote, determine the appropriate sanction. The committee's determination shall be final and binding.

* Probable cause: reason to believe, based on reliable information, that academic dishonesty has occurred and that a particular student has committed an act of academic dishonesty.

** Preponderance of the evidence: burden of proof has been established by evidence which outweighs the evidence against.

*** Clear and convincing evidence: the evidence must satisfy that the proposition has been established with a high degree of probability.

ACCESS TO CAMPUS FACILITIES

In addition to sponsoring and co-sponsoring a variety of events in which college facilities and grounds are open to the public, the college may allow non-profit community groups and profit organizations to use college facilities. (MCCC Policies and Procedures 6.18(a)).

Students may also receive permission to access college buildings during non-operating hours if authorization is granted via a Building Admittance Permit. (MCCC Policies and Procedures 6.23).

CHILDREN ON CAMPUS

MCCC students, staff and visitors are absolutely prohibited from bringing children into the classroom or leaving children of any age on college property.

MCCC assumes no responsibility for the safety of children left on college property. Compliance with this rule is essential. There are no exceptions to the absolute prohibition against leaving children on college property.

SMOKING AND TOBACCO USE POLICY

Smoking and the use of all tobacco products is prohibited at the college and is subject to all applicable laws, including Federal and State “clean air” acts.

This tobacco-free policy prohibits the use of all tobacco products and includes use of all devices intended to simulate smoking, including electronic cigarettes and other similar types of devices.

DRUG AND ALCOHOL POLICY

Monroe County Community College is concerned about the health and welfare of its employees and students. The college recognizes alcohol/drug dependency as an illness and a major health problem. The college also supports the state and federal laws regarding substance abuse and strives to create a healthy and productive academic, working and social environment. The abuse of alcohol and drugs raises not only serious health issues for those involved, but also can lead to accidents, poor productivity, property damage and even personal injury.

In compliance with the federal Drug-Free Schools and Campuses Regulations, as well as the federal Drug-Free Workplace Act, MCCC has adopted a policy that requires employees and students to assist in maintaining a campus environment free from the effects of alcohol, drugs or other intoxicating substances.

Employees are prohibited from the following when reporting for work, while on the job or performing job related functions regardless of location, while attending any college-related activity, while on campus, or while in any vehicle used for college business.

Similarly, students are prohibited from the following when attending classes, when attending any college-sponsored activity or program, regardless of the location, while on campus or while in any vehicle used for college business.

- The unlawful use, possession, transportation, manufacture, sale or other distribution of an illegal or controlled substance or drug paraphernalia, or the misuse of or distribution to anyone other than the person to whom prescribed, of any prescription drug.
- The unauthorized use, possession, transportation, manufacture, sale or other distribution of alcohol.
- Being impaired by alcohol regardless of blood alcohol level, or having a blood alcohol level of legal limit, whether visibly impaired or not.
- Having a detectable amount of an illegal or controlled substance in the blood or urine (whether visibly impaired or not) or abuse of any controlled substance or prescription medication.

This policy includes the prohibition against use, manufacture, possession or distribution of marijuana, whether or not for medical use and whether or not the individual possesses a certificate of medical need, since such use, manufacture possession or distribution of marijuana continues to be a violation of federal law.

In addition, no alcoholic beverages will be permitted on campus or sold or provided by the district at any college-sponsored event off campus, unless approved in writing by the college's president or the president's designee.

This policy extends to off-campus activities including, but not limited to, class-related trips, field trips, athletic events, study or review sessions at a faculty member's home or other facility if faculty is present at the session. Presidential approval for the availability of alcohol under this policy will normally require the following.

- Sponsors of an event must implement precautionary measures to ensure that alcoholic beverages are not accessible or served to persons under the legal drinking age or to persons who appear intoxicated. This shall include, but not be limited to, checking identification and training serving people and bartenders in alcohol management techniques.
- Alcoholic beverages may be sold, furnished and consumed only within the area approved and designated for the event.
- Non-alcoholic beverages must be available and identified at the same place as alcoholic beverages and be featured equally and at least as prominently as the alcoholic beverages.
- No event shall include any form of "drinking contest" in its activities or promotion.
- Advertisements for any college event where alcoholic beverages are served shall not focus on the availability of alcoholic beverages.
- Compliance with the terms of any college insurance policy, if any, is required.
- Any other requirements as the college, in its sole discretion, may impose.

- Any student with a conviction for any offense under any federal or state law involving the possession or sale of illegal drugs during a period of enrollment for which the student is receiving Title IV HEA program funds will result in the loss of eligibility for any Title IV HEA grant, loan or work study assistance.

For the purpose of this policy, the term "controlled substance" refers to drugs and chemical substances listed in Schedules I through V of the Federal Controlled Substances Act (21 USC 812) and related regulations, such as, but not limited to, marijuana, cocaine, crack cocaine, heroin, peyote, mescaline, LSD, etc. Substances prohibited under this policy are prohibited in any form, including but not limited to pills, inhalants and beverages. Any individual whose test for controlled substances or their metabolites is confirmed positive will be deemed to be in violation of this policy. A blood alcohol content (BAC) test will be deemed positive, and therefore the individual will be deemed to be in violation of this policy, if the BAC level is of legal limit or above.

Additional Requirements

A particular college-sponsored or related program or event, such as the Study Abroad Program, may have additional or different requirements or conditions which are applicable to employees or students involved with that particular program or event. Anyone involved with or participating in such programs or events is required to adhere to and comply with this policy as well any additional requirements of the particular program or event. However, to the extent that alcoholic beverages are consumed while participating in a Study Abroad Program, such use may be permitted if consistent with the Study Abroad Program policy and with the terms of the particular program in which a person is participating.

Violations by Employees

The college will impose disciplinary action up to and including the immediate termination of employment for violation of this drug and alcohol policy. Violations or suspected violations of this policy may also result in a referral to a law enforcement agency. Suspected violations by employees are to be reported to the Office of Human Resources as soon as possible.

Violations by Students

Students whom the college determines have violated this drug and alcohol policy will be placed on disciplinary status up to and including dismissal or suspension from the college. These students also may be subject to losing financial aid. Violations or suspected violations of this policy may also result in a referral to a law enforcement agency. Suspected violations by students are to be reported to the Office of the Vice President of Student and Information Services as soon as possible. (See MCCC Policy 3.10, Due Process with Regard to Discipline other than Academic.)

Notice of Drug-Related Convictions

Any employee, student or student assistant convicted under any drug or alcohol statute for a violation occurring while working for the college, while on campus, while in any vehicle used for college business, or under any other circumstances which constitute a violation of this policy must notify the college's Office of Human Resources immediately after such a conviction. A conviction includes any finding of guilt, any guilty plea or plea of no contest and/or imposition of a fine, jail sentence or other penalty. The college will determine if college policies have been violated and what, if any, disciplinary action will be administered.

Any student with a conviction for any offense under any federal or state law involving the possession or sale of illegal drugs during a period of enrollment for which the student is receiving Title IV Higher Education Act (HEA) program funds will result in the loss of eligibility for any Title IV, HEA grant, loan or work study assistance.

Resources

MCCC is interested in the continued good health and personal well-being of the employees and students and we recognize that employees and students suffering from alcohol or drug dependence can be treated. Employees and students may contact the director of human resources at 734.384.4245 or designee for a referral service. Any such contact will be kept in strict confidence except insofar as may be required by law. Employees may also contact the college's Employee Assistance Program directly by calling 734.240.1760. Local assistance may also be available through Promedica Monroe Regional Family Center. In addition, employees may be entitled to

apply for a leave of absence so that they may address a substance abuse problem prior to it impacting their ability to do their job. We encourage any employee or student to seek professional care and counseling prior to any violation of this policy. Violations of this policy will not be tolerated. For more information and additional resources, please see the Drug and Alcohol Resource Guidelines brochure found in the Admissions and Guidance Office or on the college's website, www.monroecc.edu.

Publication

A copy of this policy is available to the students and public on the college website or by request.

Biennial Review and Records

The college will biennially review this policy as required by federal law. The college will also retain records regarding the implementation of this policy for at least three years, as required by federal law.

COPYRIGHT POLICY

It shall be the policy of the Community College District of Monroe County to abide by the provisions of the U.S. Copyright Act of 1976 (Title 17, United States Code).

Employees of the District are expected to, without exception, work within the confines of the law. Penalties and/or liabilities which result due to failure to follow the precepts as outlined in the procedures statement 6.43 (a) will be borne solely by the violator. Monroe County Community College will not defend students, faculty, or staff who engage in violations of copyright laws or license agreements.

ACCEPTABLE USE POLICY

MCCC enforces an Acceptable Use Policy for the Information Technology Systems at Monroe County Community College (Policy 2.38). MCCC owns and operates a variety of systems (hardware, software and networks). Each time access is made to any of the above, users are agreeing to the Acceptable Use Policy 2.38.