



## **Student Rights and Responsibilities**

The Office of the Vice President for Student Affairs provides guidance and direction in the area of student responsibilities and rights on campus. The Office receives information regarding alleged violations of the Student Code of Conduct, Board Policy 5500 (Educational Code Sections 66300 and 66301).

The aim of the office is to enhance a healthy campus climate, and to aid in the growth and development of a student as related to a student's conduct.

### **Board Policy 5500 —Standards of Conduct** (Education Code Sections 66300 and 66301)

Assistance in resolution of student complaints and faculty concerns

Administrative Procedures 5500 – Standards of Conduct

Administrative Procedures 5520 - Student Discipline Procedures

### **Academic Honesty**

Dishonesty includes but is not limited to in-class cheating, out-of-class cheating, plagiarism, knowingly assisting another student in cheating or plagiarism, or knowingly furnishing false information to college staff, faculty, administrators or other officials. Following are definitions of in-class cheating, out-of-class cheating, plagiarism, and furnishing false information. These are not all-inclusive and the list itself is not meant to limit definition of cheating to just those mentioned.

- a. In-class cheating: during an examination or on any work for which the student will receive a grade or points, unauthorized looking at or procuring information from any unauthorized sources, or any other student's work.
- b. Out-of-class cheating: unauthorized acquisition, reading or knowledge of test questions prior to the testing date and time; changing any portion of a returned graded test or report and resubmitting as original work to be regraded; or presenting the work of another as one's own for a grade or points.
- c. Plagiarism: unauthorized use of expression of ideas from either published or unpublished work(s) as a student's own work for a grade in a class. This also includes the violation of copyright laws, including copying of software packages.
- d. Furnishing false information: forgery, falsification, alteration or misuse of college documents, records, or identification in class or in laboratory situations.



### **Classroom-Related Disciplinary Sanctions**

When a student is charged with plagiarism or cheating related to a class activity or assignment, and the instructor has reasonable proof or documentation or the student admits the violation, the instructor may select one or more of the following options:

- a. Issue an oral or written notification and warn the student that further acts of this sort will result in additional disciplinary action.
- b. Issue an NC or a failing grade ("F") or "0" for the assignment in question.
- c. Drop the student from the class and assign a withdrawal ("W") for the class up to the last day to withdraw from semester term courses. Students dropped after stated date will be assigned a failing ("F") for the class, pursuant to the uniform grading policy.
- d. Refer the student to the Vice President of Student Services, for disciplinary action.