

DAVIDSON-DAVIE COMMUNITY COLLEGE

Students

DISCIPLINE AND APPEAL FOR ACADEMIC

VIOLATIONS PROCEDURE 5.3.2.1

OVERVIEW

The Instructor is responsible for implementing student discipline procedures for academic dishonesty. Academic-related violations include plagiarism, cheating, aiding acts of dishonesty, and classroom disturbances, all of which are defined in Policy 5.3.2 – Student Code of Conduct.

Whenever possible, a goal of any disciplinary action at Davidson-Davie Community College is to teach a student what is appropriate in the educational setting and to provide students with an opportunity to learn behaviors that will contribute to their success in their future work/life environment. Generally, the purpose of disciplinary action is to end the behavior rather than end the student's educational opportunity. However, core values at Davidson-Davie include responsibility and trust; therefore, behaviors not aligned to these values are not acceptable. Thus, this procedure strives to balance the College's values and the student's goal of becoming a more educated citizen in a manner that honors both.

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 reviewed at the beginning of the first class meeting.

These procedures only apply to academic-related violations, outlined and defined in Policy 5.3.2 –Student Code of Conduct. For non-academic violations, see Procedure 5.3.2.2.

SANCTIONS FOR VIOLATIONS

The following sanctions may be imposed for academic violations:

- A.** Warning - A warning admonishes a student for an academic related violation and warns the student not to commit further violations. The admonishment is in writing but does not have an academic penalty.
- B.** Re-complete the assignment - A student may be given an opportunity to re-complete an assignment.
- C.** Additional coursework - In some cases, due to the nature of the assignment, students may not be allowed to re-complete an assignment, but may be given an alternative assignment to fulfill the original academic requirement.

- D. Grade reduction or no credit for the assignment - A student may be given a lowered or failing grade (including a grade of zero or no credit) on the assignment/assessment which was the subject of the violation.
- E. Loss of credit for the class - A student may receive a grade of F in the course in which the academic related violation occurred.
- F. Temporary removal from the classroom. More serious violations will be referred to and addressed by the Student Code of Conduct Officer.

FORMAL REPORTS

Incidents will be categorized as informal or formal. The following incidents are considered formal: (1) A single incident of loss of credit for the course and/or (2) three or more incidents of any sanction listed above. ***A formal report becomes part of a student's academic record and is reportable to transfer institutions.***

Multiple academic violations, within a course or across courses, will be referred to the appropriate academic Vice President and may result in additional Student Code of Conduct violations.

NOTE: Certain programs at Davidson-Davie may have conduct and academic integrity or sanction requirements in addition to those listed here. Please consult your program handbook for more information.

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 privately and provide an opportunity for the student to explain or refute the concerns. The student will be allowed to comment on the evidence or to present evidence to clarify the issue in question.
2. 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:
 - a.) An academic-related violation did not take place and the issue is resolved.
 - b.) An act of academic dishonesty did occur in the instructor's opinion.

B. INSTRUCTOR'S DETERMINATION

The instructor will communicate his/her findings via email to the student's official College email address within five (5) business days of the initial meeting with the student. If an email address is not available, the instructor shall send his/her written findings to the student's mailing address on record with the College. The findings must contain, with specificity, the evidence supporting the instructor's determination. The instructor shall also inform the student of the imposed academic sanctions. The sanction will remain in place unless modified or overturned on appeal.

At this time, the instructor will also submit an Academic Integrity Violation form reporting any sanction listed above. The submission should include documentation of the incident with details of how and when the student was notified in writing and if the incident is considered a formal report. The form will be routed to the appropriate Vice President as well as the Student Code of Conduct Officer.

APPEAL PROCEDURES**Appeal Process (Due Process)**

If a student does not agree with the final decision of their instructor, the student may appeal the decision using the following process:

1. If the student is dissatisfied with the instructor's determination, within five (5) business days thereafter, the student may submit a written appeal to the instructor's immediate supervisor outlining the rationale for challenging the instructor's determination. The instructor's supervisor, in consultation with the Dean, will render a written decision to the student in five (5) business days.
2. If the student is dissatisfied with the supervisor's determination, within five (5) business days thereafter, the student may provide a written appeal to the appropriate academic Vice President addressing the rationale for challenging the determination provided by the instructor's supervisor. The Vice President, in consultation with the Executive Vice President, shall render a written decision to the student within five (5) business days. The decision of the Vice President is final.

The final decision is reported to the Student Code of Conduct Officer.

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