



San Jacinto College

2018-2019 Student Handbook Addendum

Page #	Previous Text	Changed to	Date completed
21	<p>STUDENT RECORDS POLICY</p> <p>San Jacinto College Policy VI-P: Policy on Student Records outlines the regulations that pertain to educational records of San Jacinto College students.</p> <p>The Family Educational Rights and Privacy Act (FERPA) of 1974:</p> <p>Is a federal law that pertains to the release of and access to educational records. The law, also known as the Buckley Amendment, applies to all schools that receive funds under an applicable program of the US Department of Education.</p> <p>FERPA applies to personally identifiable information in educational records of present or former students of the College who are 18 years old or older.</p> <p>Educational Records:</p> <p>Educational records or student records include all records that contain information directly related to a student and are maintained by an educational institution or by a party acting on its behalf. A record means any information recorded in any way including handwritten, print, tape, film, microfilm, and digital images. Records maintained at San Jacinto College can include academic progress, permanent academic data, attendance records, test results, discipline records, book records, office information, or other records related to a student's day-to-day status.</p> <p>Educational records do not include:</p> <ul style="list-style-type: none"> sole possession records which are notes and observations kept in the sole possession of the maker and are kept for personal use unless the information is shared with someone other than a substitute for the maker of the record; medical or psychological treatment records maintained by physicians, psychiatrist, and psychologists; law enforcement records; and employment records, provided that the employment is not contingent upon being a student. <p>Review of Records:</p> <p>Under FERPA a student has the right at any time to:</p> <ul style="list-style-type: none"> Inspect and review their educational records; Request to amend their educational records; Have some control over disclosure of information from their educational records. <p>A student's file may at any time be reviewed and records no longer pertinent to the student may be destroyed by college personnel. An inaccurate or inappropriate entry into the records may not be corrected or removed when a student has made a request to review the record and the request has not yet been honored.</p>	<p>FAMILY EDUCATION RIGHTS AND PRIVACY ACT (FERPA)</p> <p>San Jacinto College policy VI.6000B, Confidentiality of Student Records, outline the regulations that pertain to the confidentiality of education records of San Jacinto College students.</p> <p>The Family Educational Rights and Privacy Act of 1974 (FERPA) governs the privacy of student educational records. The Act provides eligible students with the right to inspect and review education records, the right to seek to amend those records, and the right to limit disclosure of information from the records. This policy outlines the regulations that pertain to records of San Jacinto College students. Records of present or former students of the College are confidential and are not public information. Therefore, the following regulations regarding student records shall apply.</p> <p>Educational records are all records that contain information directly related to a student and are maintained by an educational agency or institution, or by a party acting on its behalf. As used in this policy, "records" includes paper files, electronic and digital files, audio files, and video and photographic files.</p> <p>Type of Student Records Maintained</p> <ul style="list-style-type: none"> Academic progress Permanent academic data Attendance records Standardized test results Medical records, including meningitis test results and drug test results Student Discipline records Book and library records Financial aid and other financial records Mental health records and counseling information Other records related to a student's day-to-day status Any other information in a digital file assigned to a student <p>Each student record shall be identifiable as to the source. Notes and observations recorded by an individual teacher or other employee and kept for personal use are not student records except under the following conditions:</p> <ul style="list-style-type: none"> The information is shared with someone other than a substitute for the employee. The information is used in preparation of student records. <p>Definition of Terms</p> <p>The following terms are interpreted as indicated:</p>	12/3/2018



San Jacinto College

2018-2019 Student Handbook Addendum

Upon written request to the College Registrar, the college shall provide a student access to their educational records except for the financial records of the student's parents or guardian. The request should identify the specific record(s) to be examined. Requests will be honored as soon as practical, but the request must be honored within 45 days. A log of requests for a student's records is maintained in the student's file indicating all requests, date of requests, requesting party, and whether or not each request was honored.

Accuracy of Information:

If a student believes that information in his or her educational records is inaccurate or misleading, or otherwise violates the student's privacy, a request for correction may be given in writing to the custodian of the record or other school official who is responsible for the record. If the correction is not made within a reasonable length of time (a maximum of 30 school days), the student may request a hearing. The Dean of Student Development shall serve as the hearing officer; however, if the Dean of Student Development is the custodian of the record in question or otherwise has a direct interest in the outcome of the hearing, then the Associate Vice Chancellor of Student Services shall serve as the hearing officer.

A hearing must be held within a reasonable length of time (a maximum of 30 school days) after the request has been made. The hearing officer will provide the student and the custodian of the record reasonable notice of the date, time and place of the hearing. In advance of the hearing, the custodian of the record shall prepare a packet containing copies of the contested records and any other relevant records or documents, including any applicable policies and procedures. The custodian of the record will prepare a memorandum summarizing the reasons why he or she believes that the challenged record is not inaccurate or misleading or otherwise a violation of the student's privacy. The custodian shall provide the packet and memorandum to the student and hearing officer at least one school day prior to the hearing. The student will have a full and fair opportunity to present his or her own evidence related to the accuracy of the record. The student, at his or her own expense, may be represented by counsel or any other individual.

The hearing officer shall prepare a written ruling within a reasonable time after the hearing (a maximum of 30 school days). The ruling must be based solely on the evidence presented at the hearing. The ruling must include a summary of the evidence and the reasons for the ruling.

If hearing officer concludes that no correction to the record is warranted, the eligible student is to be notified and informed of the right to place in the records a statement either commenting on or setting forth a reason for disagreeing with the school's decision.

If the student has a legitimate complaint following a hearing, it may be filed with the Family Policy Compliance Office at the Department of Education, 400 Maryland Ave SW, Washington

Student Records - any personally identifiable information concerning a student maintained for use by the College. This includes the student's name, address, personal identifiers such as social security numbers, and other personal characteristics or information that make the student's identity easily traceable.

Eligible Student - a student who attends or has attended the school from which records are requested

Custodian - the Deputy Chancellor and College President of the College

Custodian's Agent - Provosts, Vice Chancellors, Associate Vice Chancellors, Vice Presidents, Deans and those persons appointed by any of these to safeguard or to use student records

Directory Information - is a list of items regarding a student of the College that may be made available to the public without the student's prior consent.

Legitimate Educational Interest - an interest of school officials who require access to student records in order to perform their legitimate educational and business duties, when such records are needed in furtherance of the educational or business purposes of the student or College.

School Official - A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for the College. For purposes of this policy, a "school official" is:

- o a person employed by the College in an administrative, supervisory, academic or research, or support staff position (including Campus Police law enforcement unit personnel and health staff)
- o a person or company with whom the College has contracted as its agent to provide a service (such as an attorney, auditor, health care professional or diagnostician, IT computer services professional, or insurer)
- o a person serving on the Board of Trustees; a student serving on an official committee, such as a disciplinary or grievance committee
- o a student assisting another school official in performing his or her tasks
- o representatives of hospitals and clinical sites with whom the College has a contractual relationship that permits students to receive clinical training as part of their educational programs
- o companies or organizations with whom the College has contracted to provide plagiarism-detection services. Such companies may receive a student's work product for purpose of comparing the student's work with a reference database

Directory Information

Name



San Jacinto College

2018-2019 Student Handbook Addendum

DC 2002-4605. Additional information is available at www.ed.gov/policy/gen/guid/fpco.

A hearing pertaining to student records may be scheduled to challenge the accuracy of the recording of a grade, but not the assignment or merits of a grade.

Directory Information:

FERPA identifies certain information that may be disclosed without the student's permission. San Jacinto College has designated the following information as directory information:

- Student's Name
- Address
- Email Address
- Telephone Listing
- Age
- Degrees earned and dates
- Major program of study
- Classification
- Dates and terms of attendance
- Number of term hours in progress
- Previous educational institutions attended
- Eligibility for and honors and awards received with dates that the honor or award was received
- Eligibility for and participation in officially recognized activities and sports
- Weight and height of members of athletic teams and sports statistics
- Enrollment status (full time or part time)

Release of Records:

According to FERPA, non-directory information may not be released without prior written consent from the student. However, student records will be accessible without consent to the following:

- Officials, faculty and staff of the college who have a legitimate educational interest in the student's record.
- Officials of other schools in which the student seeks or intends to enroll. The student is entitled to a copy of the record forwarded to the other institutions if the student so desires.
- Individuals needing the information in connection with a student's application for or receipt of financial aid.
- Legitimate agencies providing financial assistance to students.
- State or local officials to whom educational data must be reported.
- Legitimate organizations (ACT, CEEB, ETS) developing, validating, or administering predictive tests or student aid programs. Such data are not to be released in any identifiable

Address

- Age (but not birthdate)
- Degrees earned and dates
- Major program of study
- Classification
- Terms of attendance
- Previous educational institutions attended
- Eligibility for and honors and awards received with dates that the honor or award was received
- Eligibility for and participation in officially recognized activities and sports
- Weight and height of members of athletic teams and sports statistics
- Enrollment status (full-time or part-time)

Restricting access to directory information: A student may ask that directory information be withheld from the public by accessing their student on-line account (SOS) in the student records tab and indicating directory information remain confidential. The student may make this request at any time.

Review of Records by the Student

A student's request for examination of his or her FERPA records may be made in person or in writing by the eligible student to the San Jacinto College Marketing Office. The Marketing Office may require proof of identity. The request shall identify the specific record(s) to be examined. Requests shall be honored as soon as practical, but the request must be honored within 45 days. Refer to the college website for information regarding these requests.

An inaccurate or inappropriate entry into the records may not be corrected or removed when an eligible student has made a request to review the record and the request has not yet been honored.

A log of requests for a student's records shall be maintained by the San Jacinto College Marketing Office in the student's file indicating all requests, date of requests, by who made, and whether or not each request was honored.

Release of Records

Student records may not be released to a third party unless the student consents in writing or unless a legally recognized exception applies (see the federal regulations at 34 C.F.R. § 99.31).

Accessibility of Records without Consent

Student records shall be accessible without the student's consent to the following:

Other school officials, including faculty members, within San Jacinto College whom the College has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in §



San Jacinto College

2018-2019 Student Handbook Addendum

form and will be destroyed by the organization after the research has been completed.

Accrediting agencies.

Parents of a dependent student as defined in Section 152 of the Internal Revenue Code of 1954.

In compliance with judicial order or pursuant to any lawfully issued subpoena.

Representatives of the Comptroller General of the United States, Department of Education, administrative heads of educational agencies, or state education authorities.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for the College. A school official typically includes:

a person employed by the College in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff);

a person or company with whom the College has contracted as its agent to provide a service (such as an attorney, auditor, health care professional or diagnostician, computer services professional, or insurer);

a person serving on the Board of Trustees;

a student serving on an official committee, such as a disciplinary or grievance committee;

a student assisting another school official in performing his or her tasks.

representatives of hospitals and clinical sites with whom the College has a contractual relationship that permits students to receive clinical training as part of their educational programs;

and companies or organizations with whom the College has contracted to provide plagiarism-detection services. Such companies may receive a student's work product for purpose of comparing the student's work with a reference database.

Restrict Access to Directory Information:

Directory information will be released without consent by the college. Students may restrict access to their directory information through their SOS account under the My Student Records tab and the Student Record Confidentiality page.

Policy Availability and Notice:

The college notifies students annually of their FERPA rights through an email, the college catalog, the student handbook, and the college website at www.sanjac.edu/student-services/student-concerns/ferpa. If students believe that their FERPA rights have been violated, they may contact the Family Policy Compliance Office at the Department of Education, 400 Maryland Ave SW, Washington DC

99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(3) are met. (§ 99.31(a)(1))

Officials of another school or college where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of § 99.34. (§ 99.31(a)(2)). The student may request that the College forward a copy of the record to other institutions.

In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid.

In connection with a request for "directory information" as designated by the school under § 99.37. (§ 99.31(a)(11))

State or local officials to whom educational data must be reported.

Legitimate organizations (ACT, CEEB, ETS) developing, validating, or administering predictive tests or student aid programs. Such data are not to be released in any identifiable form and will be destroyed by the organization after the research has been completed.

Accrediting agencies

Parents of a dependent student as defined in Section 152 of the Internal Revenue Code of 1954.

Appropriate officials in connection with a health or safety emergency.

In compliance with judicial order or pursuant to any lawfully issued subpoena upon written notice to the affected student.

Representative of the Comptroller General of the United States, Department of Education, administrative heads of educational agencies, or state education authorities.

Legitimate agencies providing financial assistance to students, to organizations conducting studies for the purpose of developing, validating, or administering tests, or for the purpose of improving instruction, provided that the information is not to be revealed to a third party.

A victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense, subject to the requirements of § 99.39. The disclosure may only include the final results of the disciplinary proceeding with respect to that alleged crime or offense, regardless of the finding.

Parents of a student regarding the student's violation of any Federal, State, or local law, or of any rule or policy of the school, governing the use or possession of alcohol or a controlled substance if the school determines the student committed a disciplinary violation and the student is under the age of 21.

Policy Availability and Notice



San Jacinto College 2018-2019 Student Handbook Addendum

2002-4605. Additional information is available at www.ed.gov/policy/gen/guid/fpco.

A copy of this policy will be made available upon request to eligible students.

At least once annually, an effort shall be made to inform all eligible students of their rights under the provisions of this policy. Such effort shall be made through the College website, College catalog, and student handbook.

STUDENT RECORDS MANAGEMENT

San Jacinto College policy VI.6000A, Student Records Management, outlines the regulations that pertain to the management of educational records of San Jacinto College students.

The College shall develop and maintain a comprehensive system of student records related to various facets of the College's operation and shall ensure through reasonable procedures that records are accessed by authorized persons only, as allowed by this policy. These data and records shall be stored in a safe and secure manner and shall be conveniently retrievable for utilization by authorized school officials.

The Deputy Chancellor and College President is custodian of all records for currently enrolled students and for all official academic records; however, he or she may appoint one or more designees, as necessary, to perform record management duties.

Educational records are all records that contain information directly related to a student and are maintained by an educational agency or institution, or by a party acting on its behalf. As used in this policy, "records" includes paper files, electronic and digital files, audio files, and video and photographic files.

Type of Records Maintained

- Academic progress
- Permanent academic data
- Attendance records
- Standardized test results
- Medical records, including meningitis test results
- Student Discipline records
- Book and library records
- Financial aid and other financial records
- Mental health records and counseling information
- Other records related to a student's day-to-day status
- Any other information in a digital file assigned to a student

Each student record shall be identifiable as to the source. Notes and observations recorded by an individual faculty member or other employee and kept for personal use, are not official student records except under the following conditions:

The information is shared with someone other than a substitute for the employee.

The information is used in preparation of student records.



San Jacinto College

2018-2019 Student Handbook Addendum

Definition of Terms

The following terms are interpreted as indicated:

- Eligible Student - a student who attends or has attended the College
- Custodian - the Deputy Chancellor and the College President of the College
- Custodian's Agent – Provosts, Vice Chancellors, Associate Vice Chancellors, Vice Presidents, Deans and those persons appointed by any of these to safeguard or to use student records
- School Official - A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for the College. For purposes of this policy, a "school official" is:
 - o a person employed by the College in an administrative, supervisory, academic or research, or support staff position (including Campus Police law enforcement unit personnel and health staff)
 - o a person or company with whom the College has contracted as its agent to provide a service (such as an attorney, auditor, health care professional or diagnostician, IT computer services professional, or insurer)
 - o a person serving on the Board of Trustees; a student serving on an official committee, such as a disciplinary or grievance committee
 - o a student assisting another school official in performing his or her tasks
 - o representatives of hospitals and clinical sites with whom the College has a contractual relationship that permits students to receive clinical training as part of their educational programs
 - o companies or organizations with whom the College has contracted to provide plagiarism-detection services. Such companies may receive a student's work product for purpose of comparing the student's work with a reference database

Accuracy of Information

If an eligible student believes that information in his or her educational records is inaccurate or misleading or otherwise violates the student's privacy, a request for correction may be given in writing to the custodian of the record or other school official who is responsible for the record.

If the correction is not made within a reasonable length of time (a maximum of 30 working days), the student may request a hearing. The Dean of Student Development shall serve as the hearing officer; however, if the Dean of Student Development is the custodian of the record in question or otherwise has a direct interest in the outcome of the hearing, then a designee shall serve as the hearing officer.

A hearing must be held within a reasonable time (a maximum of 30 school days, barring



San Jacinto College 2018-2019 Student Handbook Addendum

unforeseeable circumstances) after the request has been made. The hearing officer shall provide the eligible student and the custodian of the record reasonable notice of the date, time and place of the hearing. In advance of the hearing, the custodian of the record shall prepare a packet containing copies of the contested records and any other relevant records or documents, including any applicable policies and procedures. The custodian of the record shall prepare a report summarizing the reasons why he or she believes that the challenged record is not inaccurate or misleading or otherwise a violation of the student's privacy. The custodian shall provide the packet and report to the student and hearing officer at least one school day prior to the hearing. The student shall have a full and fair opportunity to present his or her own evidence related to the accuracy of the record. The student, at his or her own expense, may be represented by legal counsel or an advisor. The student's legal counsel or advisor may attend the hearing and confer with the student but may not participate in the hearing.

The hearing officer shall prepare a written ruling within a reasonable time after the hearing (a maximum of 21 school days). The ruling must be based solely on the evidence presented at the hearing. The ruling must include a summary of the evidence and the reasons for the ruling.

If the hearing officer concludes that no correction to the record is warranted, the eligible student is to be notified and informed of the right to place in the records a statement either commenting on or setting forth a reason for disagreeing with the school's decision.

- o An eligible student who disagrees with the outcome of the hearing may file a complaint with the U.S. Department of Education. The name and address of the office that administers Family Educational Rights and Privacy Act (FERPA) is the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202.

A hearing pertaining to student records may be scheduled to challenge the accuracy of recording but not the assignment or merits of a grade.

6

POLICY ON CHEATING, PLAGIARISM AND COLLUSION

Honesty Code

San Jacinto College students should exhibit honesty, integrity, and high standards in their academic work. Members of the College community benefit from an open and honest educational environment. Upholding academic integrity is the responsibility of everyone.

CHEATING, PLAGIARISM AND COLLUSION AND FABRICATION

Code of Academic Integrity and Honesty

Integrity is one of the core values at San Jacinto College. As such, students are expected to exhibit honesty, integrity, high standards, and freedom from lies and fraud in their academic work. Personal integrity is important in all aspects of life and students must

1/28/019



San Jacinto College

2018-2019 Student Handbook Addendum

CHEATING, PLAGIARISM AND COLLUSION

The following institutional guidelines concerning cheating, plagiarism and collusion are provided for the information of all students enrolled in any course offered by San Jacinto College. Gaining knowledge and practicing honesty go hand in hand. The importance of knowledge properly gained is reinforced by the grading system. The importance of honesty fully practiced is emphasized by rules against cheating, plagiarism and collusion. Any act of cheating, plagiarism or collusion in any degree subjects a student to the disciplinary procedures listed below.

Cheating

Students must be completely honest in all phases of their work. Cheating includes, but is not limited to, the following:

- dishonesty of any kind on examinations, assignments or program requirements;
- unauthorized possession of examinations or unapproved notes or sources at any time, whether used or not;
- copying or obtaining information from another student during an examination or performance of a lab skill or competency;
- alteration or falsification of course or academic records; and
- unauthorized entry into or presence in any office.

Plagiarism

Documenting the use of others' work is important because it recognizes the original author's effort, establishes the student writer's credibility and supports the audience's future research. Plagiarism is offering the work of another as one's own, intentionally or unintentionally, without proper acknowledgment. Students who fail to give appropriate credit for ideas or material they take from another, whether a fellow student or a resource writer, are guilty of plagiarism (i.e., stealing the words or ideas of another).

The College may contract with companies or organizations that provide plagiarism-detection services. Such companies may receive students' work for the purpose of comparing the students' work with a reference database. Students enrolling at San Jacinto College agree as a condition of their enrollment that their work may be submitted to such companies for the purpose of plagiarism detection and that the company may retain a copy of the work for plagiarism-detection purposes. Such companies will not copy, use or distribute the students' work.

Collusion

Learning is an active process for all students; completion and submission of original work is essential to the learning process. Collusion is

conduct themselves in an ethical manner both in and out of the classroom. Incidents of academic dishonesty will not be tolerated and students guilty of such conduct are subject to disciplinary consequences.

Cheating, Plagiarism, Collusion, and Fabrication Procedure

The following institutional guidelines concerning cheating, plagiarism, collusion, and fabrication are provided for the information of all students enrolled in any course offered by San Jacinto College. Gaining knowledge and practicing honesty go hand in hand. The importance of knowledge properly gained is reinforced by the grading system, therefore, honesty fully practiced is emphasized by rules against cheating, plagiarism, collusion, and fabrication. Any act of cheating, plagiarism, collusion, or fabrication in any degree subjects a student to the disciplinary procedures listed below.

Cheating

Students are expected to be completely honest in all phases of their work and must adhere to the guidelines provided by their faculty members for completing academic work.

Cheating includes, but is not limited to, the following:

- dishonesty of any kind on examinations, assignments, or program requirements,
- unauthorized possession of examinations or unapproved notes or sources at any time, whether used or not,
- copying or obtaining information from another student during an examination or performance of a lab skill or competency,
- claiming as their own work any portion of academic work that was completed by another student,
- using materials not approved by their faculty member when completing an assignment or exam,
- presenting the same work for more than one course without obtaining approval from the course faculty member,
- alteration or falsification of course or academic records, and
- unauthorized entry into or presence in any office.

Plagiarism

Documenting the use of others' work is important because it recognizes the original author's effort, establishes the student writer's credibility and supports the audience's future research. Plagiarism is offering the work of another as one's own, intentionally or unintentionally, without proper acknowledgment. Students who fail to give appropriate credit for ideas or material they take from another, whether a fellow student or a resource writer, are guilty of plagiarism (i.e., stealing the words or ideas of another).

The College may contract with companies or organizations that provide plagiarism-detection services. Such companies may receive students' work for the purpose of comparing the students' work with a reference database. Students enrolling at San Jacinto



San Jacinto College

2018-2019 Student Handbook Addendum

unauthorized collaboration in preparing any work offered for credit. Collusion includes, but is not limited to, knowingly using, buying, selling, stealing, sharing, transporting or soliciting, in whole or in part, any information or materials to be submitted as a student's own work. Collusion also includes impersonating another student for the purpose of taking a course or exam. A student who provides access to the materials is also guilty of collusion and subject to the same penalties. Therefore, students should take reasonable precautions to protect their work from being compromised.

Responding to Violations

Faculty have the responsibility to initiate disciplinary action in response to violations of the rules regarding academic honesty. A faculty member is responsible for collecting any evidence of cheating at the time it occurs. A student may not withdraw from the course during the investigation of an incident of academic dishonesty or when a course grade of F has been imposed. A record will be kept of any imposed penalty or disciplinary action.

Penalties

If, in the judgment of the instructor, cheating, plagiarism, or collusion has occurred, he or she may assess a penalty with a recorded reprimand:

- recommendation for suspension from the College or expulsion from a program, which is submitted to the Provost; the Provost's decision is final.
- failure of the course; the student may appeal the grade through the Final Grade Appeal process.
- failure of the assignment by the instructor; the instructor's decision is final.
- reduced grade on the assignment by the instructor; the instructor's decision is final.
- a reasonable penalty assessed by the instructor; the instructor's decision is final.

The instructor will notify the student of his or her decision concerning the student's grade and whether or not further disciplinary action is recommended before filing the report as indicated below. If a student will not meet with the instructor or if notification cannot take place because of a student's unavailability or incorrect contact information, the process proceeds as specified. Faculty should also communicate with their department chairs/program directors and deans regarding any violation of the College honesty code. Should the instructor recommend suspension or expulsion of the student, the Provost has the responsibility and authority to determine whether the student will be suspended or expelled.

Reporting Cheating, Plagiarism and Collusion

The instructor will prepare an Academic Dishonesty Incident Report for the Provost, the Dean, department chair and/or program director. The report indicates the nature of the incident and the resulting penalty. The student has the privilege of making a written declaration on his or her own behalf to the instructor.

College agree as a condition of their enrollment that their work may be submitted to such companies for the purpose of plagiarism detection and that the company may retain a copy of the work for plagiarism-detection purposes. Such companies will not copy, use or distribute the students' work.

Plagiarism includes, but is not limited to, the following:

- using the ideas and or words of another person, without giving that person appropriate credit,
- representing another's artistic or scholarly works (i.e., musical compositions, computer programs, photographs, paintings, drawings, sculptures, etc.) as your own,
- submitting a paper purchased in whole or in part from another person or other sources, including the internet,
- copying computer programs or data files belonging to someone else, and
- using undocumented Web sources.

Collusion

Learning is an active process for all students; completion and submission of original work is essential to the learning process. Collusion is unauthorized collaboration in preparing any work offered for credit. Therefore, students should take reasonable precautions to protect their work from being compromised.

Collusion includes, but is not limited to, the following:

- knowingly using, buying, selling, stealing, sharing, transporting or soliciting, in whole or in part, any information or materials to be submitted as a student's own work,
- impersonating another student for the purpose of taking a course, any academic work, or exam,
- providing unauthorized access to course materials, and
- agreeing with one or more persons to commit any act of academic dishonesty.

Fabrication

Fabrication is all experimental data, observations, interviews, statistical surveys, and other information collected and reported as academic work not authenticated.

Fabrication includes, but is not limited to, the following:

- falsifying the results obtained from research or laboratory experiments,
- presenting results of research or laboratory experiments without the research or laboratory experiments being performed, and
- changing answers or grades after an academic work has been returned to the student.

Responding to Violations

Faculty have the responsibility to initiate disciplinary action in response to violations of the rules regarding academic honesty. A faculty member is responsible for investigating these violations which includes, but is not



San Jacinto College

2018-2019 Student Handbook Addendum

Copies of this declaration, which are not construed as an appeal, but for information only, will be filed with the Provost.

****Note:** Please contact the Department Chair associated with your class or program area regarding any recent changes to the Cheating, Plagiarism, and Collusion processes.**

limited to, collection of any evidence of cheating at the time it occurs and discussions with the student and witnesses. A student may not withdraw from the course during the investigation of an incident of academic dishonesty or when a course grade of F has been imposed. A record will be kept of any imposed penalty or disciplinary action. These violations of academic dishonesty are also communicated with respective department chairs/program directors and deans.

Penalties

If, in the judgment of the faculty member, cheating, plagiarism, collusion, or fabrication has occurred, he or she may assess one of the following penalties:

failure of the assignment by the faculty member

require student to redo test or assignment

reduced grade on the assignment by the faculty member

failure of the course; the student may appeal the grade through the Grade Appeal process (see Complaint Procedure 100 found in the Catalog or Student Handbook)

recommendation for suspension from the College or dismissal from a program, which is submitted to the Provost

other

The faculty member will notify the student of his or her decision concerning the student's grade. Other disciplinary action may be recommended by the College if code of student conduct violations have occurred. If a student will not meet with the faculty member or if notification cannot take place because of a student's unavailability, failure to respond, or incorrect contact information, the process proceeds as specified. Should the faculty member recommend suspension or dismissal of the student, the Provost has the responsibility and authority to determine whether the student will be suspended or dismissed.

The faculty member will prepare an online Academic Dishonesty Incident Report for the Provost, the Dean, Department Chair and/or Program Director. The report indicates the nature of the incident, student identifying information, and the proposed penalty. The Department Chair will generate a decision letter to the student that will include the proposed penalty and the student's appeal rights.

Appeals

A student may appeal a proposed penalty made by a faculty member. The student shall initiate the appeal process within five (5) days following the communication of the proposed penalty. The procedures for appealing a proposed penalty are:

Student meeting with Academic Dishonesty Appeals Committee: Within five (5) working days after receiving written notification of the proposed penalty via email (or first-class mail when necessary), a student may request a hearing before an Academic Dishonesty Appeals Committee. The student must submit a written request directly to



San Jacinto College

2018-2019 Student Handbook Addendum

the respective Campus Provost either via email or with a mailed letter. A first-class letter will be deemed to have been received on the third day after the date of mailing, excluding any intervening Sunday or federal holiday. An email will be deemed to have been received on the second day after the sending of the message.

The committee will consist of one full-time faculty member to be named by the student, one full-time faculty member to be named by the faculty member, and one full-time faculty member to be named by the Provost. The Provost will request that the student and faculty member submit the name of their nominees within five (5) working days after notification of all parties involved. Upon receiving the names of those nominees, and appointing a third faculty member to the committee, the Provost will set the time, date, and place of the closed hearing and notify all parties. This will be done within five (5) working days after having received the names of both nominees. A student may present written evidence relevant to the appeal and may also be accompanied by an advisor. The student's advisor may attend the appeal meeting and confer with the student but may not cross-examine other participants. The student may have a maximum of two (2) persons (faculty member and advisor) in the room at the appeal committee meeting. Furthermore, an advisor may not be a witness in the matter.

The Academic Dishonesty Appeals Committee may request information from the faculty member, student, and/or other persons familiar with the matter. The College retains the right to have legal counsel present at the appeal meeting but the attorney may not cross-examine other participants.

In the event that a student is a qualified person with a disability under federal law and is unable to represent himself or herself at the appeal meeting because of his or her disability, the College, as a reasonable accommodation to the student, will permit the student to be represented by an advisor at the meeting. If the student is represented by legal counsel, then the College also may be represented by legal counsel.

Within five (5) working days after the appeal meeting, the Provost will notify the student and the faculty member in writing of the committee's findings regarding the approval or denial of the appeal. The decision of the Academic Dishonesty Appeals Committee is final.
