



POLICIES & PROCEDURES

Title: Academic Misconduct and Due Process

Document Number: AA_111

Effective Date: 9/2/2021

Revised Date: 9/2/2021

Department: Academic Affairs

POLICY

The College has the legal right and moral obligation to establish rules for academic and personal conduct and to deny admission to applicants or continued enrollment to students who do not meet/maintain these standards identified as “responsibilities” as well as the rules of the College and its departments. Counseling and/or sanctions will be imposed on students or student organizations that are found in violation of these standards. The College reserves the right to review any action taken by civil or judicial authorities regarding any LDCC student or student organization.

SCOPE

All students admitted to the College accept the responsibility to conform to all LDCC rules and regulations. The College will make every reasonable effort to make the rules and regulations available. Each student is responsible for becoming familiar with and abiding by them. This academic misconduct policy serves as a procedural reference for the entire institution. However, these guidelines for disciplinary sanctions and the student appeal process do not supersede student misconduct policies associated with specific programs of study as governed by state or national oversight boards.

Students will not give or receive any unauthorized aid or assistance on any graded assignment or assessment. If a student witnesses anyone else doing so, the witnessing student is obligated to report the infraction to the faculty member and/or the appropriate College administrator.

PROCEDURES AND GUIDELINES

TYPES OF ACADEMIC MISCONDUCT

Although all academic misconduct is wrong, premeditated acts of academic misconduct represent a greater threat to the integrity of the College than do unpremeditated acts of academic misconduct. Louisiana Delta Community College establishes the following definitions and distinctions between the two types of academic misconduct.

Unpremeditated academic misconduct is an act of academic misconduct taken without

advance contemplation, prior determination, or planning, or full understanding that the act is considered academic misconduct: e.g., on the spur-of-the-moment; seizing the opportunity to cheat; collaboration to a greater degree than is permitted in a situation; careless or incomplete documentation of sources and references.

Premeditated academic misconduct is an act of academic misconduct which grows out of advance contemplation or meditation, prior deliberation, or planning which may include the preparation of a written plan or notes. Although prior thought and planning is requisite to premeditation, the prior thought and planning need not exist for any period of time before it is carried into effect.

CATEGORIES AND DEFINITIONS OF ACADEMIC MISCONDUCT

Cheating is the intentional use of inappropriate and unauthorized assistance, information, materials, or study aids in any academic exercise; and includes multiple submissions of the same or part of the same work to different instructors for different assignments in the same semester or in a different semester. Cheating includes, but is not limited to, the use of unauthorized assistance, information, or materials on tests, homework, quizzes, papers, projects, and all other academic assignments. Additionally, the act of conspiracy for the purpose of defrauding also constitutes cheating.

Fabrication is the misrepresentation of a signature or a document as original (authentic) and includes the fabrication of any part of an individual or group academic assignment; or of official documents of the college or outside agencies, including drop/add slips, excused absence slips, and medical documentation. Fabrication also includes making up or changing data or results, or relying on someone else's results in experiments or laboratory assignments. The citing of sources that have not actually been used or consulted is also an offense.

Plagiarism constitutes the use of another person's ideas, words, data, arguments, or sentence structure in any academic assignments as the student's own without proper documentation or citation.

Misrepresentation is intentionally presenting oneself as someone else, or intentionally representing the condition or the situation as more or less than what it actually is to gain credit or special concessions on individual or group academic work including make-up tests, projects, and class assignments.

Violation of class rules is the intentional failure to follow the rules of each individual class concerning academic assignments and class behavior as referenced in the course syllabus.

Complicity is the willing involvement with others in any academic misconduct.

Software fraud is the unlawful downloading and copying of computer software used in the creation of academic work.

Multiple submissions of work include handing in academic work that was done previously by the student for another class or by someone else.

ACADEMIC OFFENSES AND SANCTIONS

- The instructor reserves the right to levy the following sanctions which are dependent on the frequency and gravity of the alleged offense:
 - Reduced grade for the assignment
 - Failing grade for the assignment
 - Reduced final grade for the course
 - Failing grade for the course
- The following sanctions may be levied against the student by the Academic Division Chair or the Vice Chancellor. If the offense warrants the following disciplinary actions, instructor consultation with the appropriate academic supervisor is required:
 - Referral for Counseling
 - Dismissal from program of study
 - Suspension from the college
 - Expulsion from the college

DUE PROCESS FOR ACADEMIC MISCONDUCT AND STUDENT APPEALS

1. The faculty member will notify the student in writing of the academic misconduct charges, a description of the evidence, and the disciplinary sanction. Email will suffice as written correspondence. If the penalty resides with an authority higher than the instructor, then the faculty member will confer with the Division Chair/Program Director and then communicate the intended sanction with the student.
2. Students who do not agree with the charges and/or sanctions may appeal in writing to the appropriate Division Chair/Program Director within five (5) calendar days of the date of the notification. *While an appeal is in progress, the student is permitted to continue active participation in the course as long as the student remains compliant to the Code of Student Conduct.*
3. Division Chairs/Program Directors may meet with the student and/or faculty member to discuss the evidence and disciplinary sanctions. Division Chairs/Program Directors must respond, in writing, to the student and instructor within seven (7) calendar days of receipt. The response will communicate the conditions for either granting or denying the student's appeal.
4. Students who do not agree with the charges and/or sanctions as decided by the Division Chair/Program Director may appeal to the Vice Chancellor or designee. Appeals to the Vice Chancellor or designee must be submitted in writing within five (5) calendar days of notification from the Division Chair/Program Director that the appeal had been denied. The Vice Chancellor or designee must respond, in writing, with a decision regarding the student's appeal within ten (10) calendar days of receipt.

The student, faculty member, and Division Chair/Program Director will be included on the correspondence. The Vice Chancellor's decision will be final and binding.