

Revision Responsibility: Vice President for Academic Affairs  
Responsible Executive Officer: Vice President for Academic Affairs

Source/Reference: [TBR Policy 3:02:00:01](#)  
[TBR Chapter 0240-02-03 System Wide Student Rules](#)  
[Columbia State Community College Student Handbook – Student Conduct and Discipline](#)

## **PURPOSE**

To preserve the integrity of the educational environment.

## **POLICY**

- I. The faculty member teaching the class has primary responsibility for enforcing adherence to academic integrity.
- II. Faculty are expected to maintain academic integrity and an environment conducive to learning within the classroom. In doing so, they are expected to adhere to College definitions for academic dishonesty and classroom misconduct, and to the procedures to be followed in the event a student is accused of either. Refer to the *Columbia State Community College Catalog & Student Handbook* (see “Student Rights and Responsibilities”).
- III. The faculty member may order the immediate and temporary removal, or exclusion, from the classroom of any student engaged in academic misconduct. In doing so, the faculty member must inform the student of his or her right to due process and of the procedures to follow in order to appeal the removal. Extended or permanent exclusion from the classroom or further disciplinary action can be effected only through appropriate procedures of the College.
- IV. Plagiarism, cheating, fabrication, and other forms of academic dishonesty are prohibited. Students responsible for academic misconduct, either directly or indirectly, through participation or assistance, are immediately responsible to the instructor of the class. In addition to other possible disciplinary sanctions which may be imposed through the regular institutional disciplinary procedures, the instructor has the authority to exercise Summary Academic Discipline.

Summary Academic Discipline: An instructor who has good cause to believe that a student engaged in academic misconduct in connection with a course taught by the instructor, or an examination proctored by the instructor or his or her designee, may choose to exercise Summary Academic Discipline as outlined in the *Columbia State Community College Catalog & Student Handbook*.

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- V. A student's grade in the course, or the assignment, or examination affected by the alleged academic misconduct may be lowered to any extent, including a grade of "F", as long as the failing grade is proportional to the nature and extent of the academic misconduct.
- VI. Student Appeal of Summary Academic Discipline: If a student believes he/she has been mistakenly accused of academic misconduct or if he/she believes the actions or sanctions are too severe for the incident, the student may appeal an exercise of Summary Academic Discipline according to the procedures in the *Student Handbook*.

*December 1988; Revised December 11, 2000 (new format and procedures); December 12, 2011 (updated to be in compliance with TBR Rule 0240-02-03, new policy format and updated titles); August 2019 revised; Reviewed, approved by Cabinet and signed by the President.*