



## Academic Honesty Procedure

Category: Administration

Name of Responsible Office: Student Rights and Responsibilities

Title of Responsible Executive: Provost and Vice President, Academic Services

Date Established: Select a date [To be completed by Administration]

Date Last Approved: Select a date [To be completed by Administration]

### Description of Procedure

A faculty member who has evidence that a student is responsible for academic dishonesty shall initiate the appropriate disciplinary action. However, no penalty shall be imposed until after the student has been informed of the charge, the evidence upon which it is based, and been given the opportunity to present whatever statement or evidence the student desires in their defense.

Every case of academic dishonesty which affects a student's grade shall be reported in writing to the appropriate department chairperson and the Office of Student Rights and Responsibilities within ~~three-five (5)(3)~~ business days of the professor notifying the student.

To report a violation of academic honesty, faculty members are required to use the online form located in the Employee Portal of MyMCC. The faculty member will provide appropriate documentation regarding the infraction as an attachment to the form.

### *Determination of Academic Honesty Via Board Hearing*

Should the student dispute the facts constituting evidence of the alleged infractions(s), or object to the severity of the penalty, the student may submit a request in writing to the Office of Student Rights and Responsibilities to have their case heard before a Judicial Board within five (5) business days of being notified of the charge of academic dishonesty; Such hearing shall be scheduled by the Office of Student Rights and Responsibilities, in partnership with Academic Services. Board hearings shall not take place more than 30 days after the request is made.

Details regarding this Judicial Board Hearing process are outlined in the *Student Code of Conduct*.

An academic honesty Judicial Board will be convened, which will be comprised of:

- 1) a non-voting chairperson, representing the Academic Policies Committee;  
~~five voting members~~
- 2) four voting members, including one student and one full time faculty member from the same School as the faculty member who initiated the academic dishonesty charge, representing students and both teaching and non-teaching faculty; and
- 3) a non-voting Academic Services Representative or a Student Code of Conduct Officer.

Formatted: Font: Not Italic

Formatted: Font: Italic

The four voting members of the academic honesty Judicial Board will not consist of more than two students. The responding student will have the option to replace one member of the Judicial Board.

The student may have an advisor present, but that individual cannot speak for the student or participate directly in the hearing.

~~The five voting members of the academic honesty Judicial Board will not consist of more than two students. The responding student will have the option to replace one member of the Judicial Board.~~

The student will receive a decision of the academic honesty Judicial Board within ~~three-five (5)~~ five (5) business days ~~by via MCC Student~~ email and will have the option to appeal within five (5) ~~three (3)~~ business days of effective notice of a decision.

### *Appeal of an Academic Honesty Judicial Board Hearing Decision*

As set forth in the Student Code of Conduct, the student and/or the faculty member may appeal a finding/sanction of a Judicial Board based upon the criteria listed in the Student Code of Conduct. All appeals for academic honesty violations are submitted to the Provost or designee and must be submitted within five (5) ~~three (3)~~ business days of effective notice of a decision. For just cause, the Provost may grant an extension.

### *Retention of Records*

All information, including supporting evidence, decision letters, and appeals for academic dishonesty are to be kept on file in the Office of Student Rights and Responsibilities for six (6) years in accordance with item 10.[1040] of the *Records and Retention Disposition Schedule CO-2 for use by counties, revised 2006*.

### **Definitions** (if applicable)

Start typing here to enter text.

### **Related Information** (if applicable)

#### *College Documents*

[Report of Academic Dishonesty Violation](#)

#### *External Documents*

Start typing here to enter text.