




**Andrea C. Wade, Ph.D.**  
**Provost and Vice President, Academic Services**

Memorandum to the College Community

Date: April 26, 2021

From: Andrea C. Wade, PhD, Provost and Vice President of Academic Services 

Re: Academic Honesty Policy & Procedure Portal Comments and Administrative Response

Comments submitted in the policy portal for the academic honesty policy and procedure addressed four main areas: time allowed for each part of the process, make-up of the board, how students are informed of decisions, and general concerns about the policy itself.

Currently, the procedure allows for three business days for each part of the process. This timeline is not consistent with the five days that is allowed in the Student Service conduct process. Additionally, the policy does not indicate the time requirement between when a hearing is requested and when it is held.

The Board Hearing committee is currently made up of five voting members and two non-voting members. This number is not in line with other committees in the student conduct process that includes three members for the committee. The five voting members representing students, teaching faculty, and non-teaching faculty, but there is no requirement regarding the balance of these roles, represented disciplines/areas, or indicating of full or part time positions. While cheating on a test is typically straightforward, what constitutes plagiarisms varies from discipline to discipline, and concerns were expressed that the make-up of the board should include representation from an academic discipline related to the one from which the charge stem.

The policy does not clearly indicate how students are informed of the stages of this process; the College uses MCC student email as the main form of communication throughout this process.

Finally, concern was expressed that reporting minor violations to Student Services escalates the infraction and takes discretion from the faculty member.

**Recommended changes:**

1. Extend the timeline in all parts of the procedure from three days to five. This will provide some flexibility but still keep us in compliance.

2. Add the following sentence to the procedure: board hearings shall not take place more than 30 days after the request is made.
3. Reduce the number of voting board members from five to four, including one student and one-full time faculty member from the same School as the faculty member who initiated the academic dishonesty charge.
4. Include the following statement to the procedure: Students will be notified by MCC email.