

STUDENT CONDUCT STANDARDS

Students are expected to conduct themselves in a professional, ethical and civil manner at all times while on campus or at any time when they are representing the College. **SJVC** has established specific rules governing student behavior along with applicable disciplinary actions that may be taken against any student found in violation of these rules. The **Student Code of Conduct**, published in the **Student Handbook**, sets forth the behavioral standards students are expected to meet along with the College's discipline policy. By enrolling in **SJVC**, students agree to abide by the terms of the **Student Code of Conduct**. Students are responsible for familiarizing themselves with the **Student Code of Conduct**.

The **Student Handbook** is available at every **SJVC** Campus Administrative Office and may be accessed on the InfoZone homepage (<https://infozone.sjvc.edu>).

ACADEMIC FREEDOM

Academic freedom is the right of faculty and students to express their ideas verbally or in writing, free from political, religious or institutional restrictions, even if these ideas are unpopular. In recognition of this right, **SJVC** strives to foster and maintain a climate of academic freedom as set forth below.

- Faculty and students have the right to express their ideas in the classroom, verbally and in writing, within the boundaries of good taste and socially established standards, upholding cultural diversity and integrity. The College will promptly conduct an investigation upon learning that a member of the faculty has allegedly expressed his/her personal opinions without the balance of introducing opposing viewpoints or critical thinking practices to ensure instructional integrity.
- **SJVC** extends the definition of academic freedom to include the methods used by the faculty to facilitate learning of the approved course curriculum. Instructional methods used to achieve the Course Learning Outcomes (CLOs) and deliver the learning materials may vary by individual faculty member to include a wide range of choices, including but not limited to:
 - Lectures
 - Audio visual presentations
 - Class discussion
 - Guest speakers
 - Role Playing
 - Simulations
 - Skill demonstrations
 - Case studies and research

CAMPUS DISTURBANCE

SJVC is dedicated to the maintenance of academic freedom in the classroom and in co-curricular activities. While freedom of expression is encouraged, forms of

protest that disrupt the normal activities of the College and interfere with the rights of other students will not be tolerated. **SJVC** will take strict disciplinary action, as set forth in the **Student Code of Conduct**, against any student who violates this policy.

COOPERATION WITH COLLEGE STAFF

Students are required to cooperate with College staff at all times. Failure to comply, resisting, or obstructing College staff in the performance of their duties will not be tolerated. Examples of such misconduct include but are not limited to: failure to show proper identification upon request or failure to leave a classroom or office when asked to do so by a member of the faculty, a security officer, or any **SJVC** staff member. **SJVC** will take strict disciplinary action, as set forth in the **Student Code of Conduct**, against any student who violates this policy.

ACADEMIC HONESTY

The entire **SJVC** community is expected to uphold the highest standards of academic honesty. For students, this requires that they do their own work honestly, without cheating or plagiarizing. Students who engage in honest academic behavior(s) will have the satisfaction of knowing that they received the best education available to them and that they will be thoroughly prepared to enter their chosen career field upon graduation.

Administrators and faculty are required to promote an environment where true learning is embraced, and, ultimately, to support the standards of academic honesty in all aspects of the educational process. This joint effort will result in a sense of mutual respect, trust, and integrity.

SJVC does not and will not tolerate intentional involvement in dishonest academic behavior(s). Students who violate this policy will be subject to formal discipline, which may include the assignment of a failing grade, or in some cases, termination.

SJVC has clear-cut procedures to address dishonest behaviors, including appropriate penalties to censure said behavior, both of which are set forth below. This section is limited to those areas of campus life that are directly related to academic conduct and ethics.

Violations

Three basic categories of dishonest behavior are listed below, along with examples of each.

1. Misrepresentation of academic work:

- Using another's statements or thoughts without giving that source proper credit (plagiarism).
- Submitting for credit one's own academic work (e.g. research paper, project) that was previously prepared for another course or purpose (self-plagiarism).
- Using a substantial portion of one's own previous academic work without significantly improving the previous submission with obtaining prior consent of the faculty member teaching the course.

- Submitting for credit an assignment prepared by another person (or persons).

2. Interference with academic pursuits requiring independent effort:

- Giving, receiving, or using unauthorized assistance on examinations.
- Collaboration with others when independent work is required.
- Deliberately defacing or removing course materials, thereby making them unavailable to others.

3. Buying, selling, or bribing

- Offering to buy or sell unauthorized assistance on exams, papers, or grades.
- Offering or accepting bribes related to academic work.

Investigation

- If any of the above behaviors is suspected, a member of the faculty will speak with the student immediately to state the observation and concern.
- The incident will be investigated and the Dean will make a determination as to the seriousness of the charge.
- If an investigation reveals that a student has engaged in dishonest behavior, he/she will receive penalty consistent with the seriousness of the offense, up to and including termination.

ACCESS TO STUDENT EDUCATIONAL RECORDS AND PRIVACY RIGHTS

Student records are permanently maintained in an electronic database.

The Family Educational Rights and Privacy Act (FERPA) of 1974, 20 U.S.C. §1232g, guarantees certain rights and protections to students concerning their school records and the information they provide to the College. The Act protects students from having their educational records or identifying information (i.e., any information that would allow a reasonable person in the school community to identify the student with reasonable certainty) released to outside parties without their written permission. Specifically, the provisions of the Act guarantee students:

1. The right to inspect and review the student's educational records within 45 days after the day **SJVC** receives a request for access.

A student should submit to the Campus Registrar, Dean of Students, or other appropriate Official, a written request that identifies the record(s) the student wishes to inspect. The School Official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the School Official to whom the request was submitted, the Official shall advise the student of the correct Official to whom the request should be addressed.

2. The right to request amendment of student's educational records, that the student believes are inaccurate, misleading, or a violation of the student's privacy rights under FERPA.

A student who wishes to ask the School to amend a record should write the School Official responsible for the record, clearly identifying the date of the record(s) that they are wanting to have amended and specifying the reasons they believe them to be inaccurate, misleading, or a violation of privacy.

SJVC will notify the student in writing and/or verbally of the decision and, if the decision is negative, of the right to a hearing regarding his/her request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to provide written consent before **SJVC** discloses Personally Identifiable Information (PII) contained in the student's education records, except to the extent that FERPA authorizes disclosure without prior consent.

The School discloses educational records without a student's prior written consent under the FERPA exception for disclosure to School Officials with legitimate educational interests. A School Official is a person employed by the School in an administrative, supervisory, and academic or research, or support staff position (including law enforcement unit personnel and health staff); a person serving on the Board of Governors; or a student serving on an official committee, such as disciplinary or grievance committee. A School Official may include a company with whom the Institution is affiliated; a volunteer or contractor outside of **SJVC** who performs an institutional service of function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, or collection agent or a student assisting another school official in performing his or her tasks. A School Official has a "legitimate educational interest" if the official needs to review an education record in order to fulfill a professional responsibility for the School.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Compliance Office
U.S. Department of Education
400 Maryland Avenue SW
Washington DC 20202-4605

Appeal Process for Termination Due to Unsatisfactory Academic Progress

Students may appeal terminations for unsatisfactory academic progress.⁵ Appeals of this nature are limited to only those situations where the student can clearly demonstrate the existence of extenuating circumstances that seriously impacted their academic performance such as the death of an immediate family member, an injury, serious illness of the student or an individual for which he/she is the caretaker, or other special circumstances. Students will be given a maximum of two appeals for this type of termination.

To appeal a termination for unsatisfactory academic progress:

1. Submit a written appeal to the Student Dean. The Dean will provide a written response to the appeal.
2. If the matter is not resolved to the student's satisfaction, he/she may submit a written appeal to the Campus President. At campuses where the President is the acting Student Dean, the appeal is to be submitted to the Student Services Coordinator:

Student Services Coordinator
StudentServicesOffice@sjvc.edu

A written response detailing the findings and decision will be provided to the student. The President or Director's decision is final.

ACADEMIC HONESTY

SJVC students are held to a high standard of integrity and are required to comply with the College's policy on Academic Honesty.⁶ The following behaviors are considered dishonest and are a violation of the policy:

- Copying another person's original work.

⁵ The standards for achieving satisfactory academic progress are published in the College Catalog (see Section 6, Satisfactory Academic Progress).

- Allowing another person to copy your original work.
- Copying or allowing another person to copy your answers on a quiz or exam.
- Collaborating with another individual when independent work is required.
- Plagiarism in any form.
- Resubmission of previously completed coursework.
- Submitting a paper or an assignment prepared by someone other than yourself.
- Offering or soliciting unauthorized assistance on exams, papers, and grades.

SJVC does not tolerate intentional acts of dishonesty. If it is determined that a student has intentionally engaged in an act of dishonesty, he/she may be subject to the full range of disciplinary actions outlined in the **Student Code of Conduct**.

Plagiarism

Student coursework may be required to be submitted through a plagiarism detection system for originality. Plagiarism detection systems are products that identify any instance of improper citation or potential plagiarism. Plagiarism detection systems are used as a teaching/learning tool to identify and correct the causes of plagiarism. Resources and techniques to avoid plagiarism are available on InfoZone. Students are encouraged to seek guidance from the Library and Learning Resource Coordinator. See an instructor for more details.

While plagiarism detection systems are used primarily as a teaching/learning tool, **SJVC** does not and will not tolerate purposeful and continued plagiarism. In the event that a student is found to have engaged in repeated and deliberate acts of plagiarism, he/she may be subject to disciplinary action as described in the Policy on Academic Honesty.

⁶ Policy is published in the College Catalog (see Section 4, Academic Honesty).