

ESSENTIAL COLLEGE POLICY STATEMENTS

Board of Regents Policy on Academic Dishonesty

For academic dishonesty, which shall in general mean conduct which has as its intent or effect the false representation of a student's academic performance, including but not limited to (a) cheating on an examination, (b) collaborating with others in work to be presented, contrary to the stated rules of the course, (c) plagiarizing, including the submission of others' ideas or papers (whether purchased, borrowed, or otherwise obtained) as one's own, (d) stealing or having unauthorized access to examination or course materials, (e) falsifying records, laboratory or other data, (f) submitting, if contrary to the rules of a course, work previously presented in another course, and (g) knowingly and intentionally assisting another student in any of the above, including assistance in an arrangement whereby any work, classroom performance, examination, or other activity is submitted or performed by a person other than the student under whose name the work is submitted or performed.

Specifically, students should not give or receive aid (including the use of cell phones, and other communications devices) during examinations, quizzes, tests, or lab assignments. Students should not use answers to examinations, quizzes, and tests written on cheat sheets, clothing or body parts, or obtained from others who have taken the test prior to them. Students should not use in any written work, without proper acknowledgement, the wording of any sentence or part of a sentence of another author without acknowledgement of the original author. Students should not use calculating devices during tests where calculators are not permitted.

Cheating may result in student suspension or expulsion or removal of college privileges (see Section 3: Discipline Procedures of Student Rights and Responsibilities in the Tunxis Catalog).

DEFINITION OF PLAGIARISM: The dictionary definition of plagiarism is "To steal and use (the ideas or writings of another) as one's own. To take passages or ideas from and use them as one's own."⁽¹⁾ If you copy another's work in a paper, for instance, you must put the copied material in quotation marks and footnotes or endnotes.

If you restate the language or thoughts of another in your own words, you are paraphrasing. Omit the quotation marks but footnote or endnote the original source. Not to attribute the idea to the original person is to plagiarize. In general, it is better to acknowledge too many sources than too few.

THE DEAN'S LIST: SEMESTER HONORS - Students who take a minimum of three credits and earn a semester grade point average of 3.4 or higher are placed on the Dean's List. A course Withdrawal or Incomplete makes the student ineligible for Dean's List recognition that semester. Upon completion of the Incomplete, the student may be recognized retroactively.

VETERANS: If you are a veteran and you believe your military experience or commitments may affect your attendance or participation in this course, please speak with me outside of class to discuss ways to accommodate your needs.

SATISFACTORY COMPLETION OF COURSES – Satisfactory completion of 50 percent of the courses attempted (referring to continued enrollment beyond the add/drop period) will be the minimum standard for good standing. A course is not considered completed if a student received a grade of "F," or a transcript notation of "M", "W" or "I." Those students who do not maintain a satisfactory completion percentage will be placed on Probation and will be subject to the criteria stated in the explanation of Academic Probation noted in the current catalog.

(1) Webster's II New Riverside University Dictionary, Riverside Publishing Company, 1994.

Board of Regents Policy on Student Conduct

Students are expected to behave according to the socially accepted standards of the college. The college may discipline a student in the following situations:

- For conduct that damages or destroys, or attempts to damage or destroy, college property or property of others on college or college-related premises.
- For conduct which constitutes a danger to the personal safety of other members of the college community, including guests or licensees of the college. Intentionally causing or attempting to cause injury is included within the meaning of this provision.
- For conduct that obstructs or seriously impairs or attempts to obstruct or seriously impair college-sponsored or college-authorized activities on the college campus or other location where college-sponsored activity is carried on.
- For unauthorized possession or attempted possession of college property or property of a member of the college community.
- For acts which violate board or college rules and regulations.
- For acts of racism, violence, or harassment which violate board policy of racism and acts of intolerance.
- For making a knowingly false statement, either orally or in writing, to any employee or agent of the board or the college with regard to a college-related matter.
- For forging, altering, or otherwise misusing any college document or record.
- For knowingly possessing, using, transmitting, selling, or being under the influence of any dependency-producing drugs, as that term is now defined or may hereafter be defined by law, (1) on the college campus, or (2) off the college campus at a college-sponsored activity, function, or event. Use or possession of a drug authorized by a medical prescription from a registered physician shall not be a violation of the provision.

If a student violates the socially accepted standards of the college, the disciplinary penalties may include, but are not limited to, the following:

- **Expulsion:** Permanent removal of the student from the college. This involves denial of all student privileges, including entrance to college premises.
- **Suspension:** Temporary removal of the student from the college. This involves temporary denial of all student privileges, including entrance to college premises.
- **Removal of college privilege:** This penalty may involve restrictions on student privileges for a definite period of time up to two semesters.
- **Disciplinary probation:** This penalty is a status that indicates either serious misconduct that does not warrant suspension, expulsion, or removal of privileges.
- **Disciplinary warning:** This penalty involves written notice to the student indicting what activity is in violation of college regulations, and stating that repetition of this or other unsatisfactory behavior will result in more serious disciplinary action.

A full description of student conduct policies and procedures may be found in the Tunxis catalog.

Other College Policies

- **Accommodations for Students with Disabilities:** If you have a disability and feel you may require accommodations, contact the Learning Specialist or Coordinator of Services for Students with Disabilities in the Academic Success Center to learn about the College's Accommodations Process. After meeting with one of these individuals, contact your instructor as soon as possible to arrange specific accommodations for the course.
- **Sexual misconduct** - For information regarding sexual misconduct, including a College Statement, definitions, awareness prevention and victim resources, please visit www.tunxis.edu/crisis-services .
- **ELECTRONIC DEVICE POLICY** - In order for students to receive uninterrupted, quality instruction and services, all cell phones should be turned to vibrating mode while students are in classrooms, labs, the Library, the Academic Success Center, and the Computer Center. Should a cell phone need to be answered during these times, the student should leave the area. Many instructors do not allow students to return to the classroom if exams or presentations are in progress. Students should check instructors' individual policies on leaving the classroom to respond to one of the above mentioned devices.
- **Granting of Incomplete Grades:** An incomplete grade is a temporary grade assigned by the faculty member when course work is missing and the student agrees to complete the requirements. Although a student may request an Incomplete, the faculty member is not required to honor the request. The faculty member should assign an Incomplete grade when there are extenuating circumstances such as illness that prevent a student from completing the assigned work on time. The student must have completed 80% of the course requirements and, in the judgment of the faculty member, will be able to complete the remaining work within the time limit established by system policy.

A faculty member who assigns an Incomplete shall file a system report form that includes:

- A brief description of the requirements to be completed;
- The date by which the course work must be submitted to the faculty member, which is the end of the tenth week of the next standard semester;
- A statement that the Incomplete will change to a specified letter grade if the work is not completed by the end of the tenth week of the next standard semester.

The faculty member shall keep the original signed form, with copies to the student, the Dean of Academic Affairs, the registrar, and such other appropriate parties as the college may identify.

All Incomplete grades will convert to a letter grade by the end of the following semester. If a student submits the required work on time, the faculty member shall calculate a grade to replace the Incomplete grade and submit it to the Registrar by the end of the semester. If a student fails to complete the required work by the specified time, or if the faculty member fails to submit a replacement grade, the Registrar shall convert the Incomplete grade to the letter grade specified in the report form, and that letter grade shall be entered on the student transcript.

Students with an Incomplete grade are temporarily ineligible for semester or graduation honors. Upon conversion of the Incomplete grade to a letter grade, students may request and retroactively receive semester or graduation honors, and such recognition shall appear on the transcript, provided that the student has earned the required grade point average.

(BOT Policy 3.5.1 – adopted 7/23/2001)

- **Dropping/Withdrawing from a Class:** Students are reminded to officially “drop” or “withdraw” from a class by completing the appropriate paperwork with the Records Office. Failure to submit a *Change of Schedule Form* may result in an “F” for the course.
- **Procedure for requesting the Accommodation of Religious Beliefs and Practices:** If your religious obligations conflict with the course calendar requirements, and if you wish to request an accommodation, you must make your request in writing prior to the date of the assessment or activity you will miss, and preferably at the beginning of the semester. When requesting a make-up quiz, test, exam, assignment, or activity, state the reason for your request and the date(s) on which your religious obligation(s) will conflict with the course calendar requirements. Also, if your religious obligation/holiday is unfamiliar to your instructor, you may be asked to provide a calendar which shows the published date(s) of your religious observance(s) or holiday(s).