

1. ACADEMIC GUIDELINES AND PROCEDURES

Many academic guidelines and procedures are published in the online Catalog (<https://www.cgcc.edu/catalog>). The catalog and this handbook are guides created for the convenience of students. Neither the catalog nor this handbook should be considered a binding contract between any person and the College nor do they give rise to any contract or due process rights. The College reserves the right to—at any time and without advance notice—withdraw or cancel courses and majors, change fee schedules, change the academic calendar, change admission and registration requirements, change any requirements governing instruction in and graduation from the College, and change any other policies, guidelines and procedure that affect students. Changes shall go into effect whenever the proper authorities so determine and shall apply to both prospective students and students matriculated at the time of the change. The College will try to advertise advance notice of changes when economic and other conditions permit. Addendums to the catalog will be published on the CGCC website as appropriate.

By enrolling in the College, each student understands that the College's policies, guidelines, and procedures apply to the student. The College may modify or vary from its policies, guidelines and procedures as needed to properly carry out its educational responsibility.

Please Note: As the CGCC Student Handbook is a living document and subject to change without prior notice, please ensure that you're referring to the most up-to-date version of the handbook by visiting the Student Handbook website: <https://www.cgcc.edu/sites/cgcc.us/files/student-services/student-handbook.pdf>. The College strives to ensure the information in this handbook is current and in compliance with policies adopted by CGCC. In cases when the catalog or Student Handbook appears to conflict with approved policies, those policies will take precedence over information found in the catalog or handbook. In cases where the general Student Handbook appears to conflict with a program-specific handbook, the program-specific handbook will take precedence over the general Student Handbook.

1.1 ACADEMIC CONDUCT AND DISCIPLINE

A. Academic Discipline

The broad purpose underlying student discipline is to order College life in such a way that the interests of the student body as a whole and of the individual members are best served. The College's authority extends to the conduct of all students of the College. The College reserves the right to sever the connection of any student with the College for appropriate reason. When a situation of a disciplinary nature arises, the College will, as appropriate, endeavor to discover the reasons underlying the behavior in question so that constructive steps for the future may be taken. The guidelines of conduct and disciplinary procedures are stated in detail in the CGCC Student Handbook.

B. Disciplinary Procedures

In most cases, instructors handle cases of academic misconduct in their classes, determining an appropriate penalty after discussion with the student. Possible penalties include loss of participation points, loss of points on the work in question, retake of an examination, extra work, grade reduction, or failure in the course. In cases that are referred to other college officials, additional penalties may include disciplinary probation or suspension or expulsion from the College. An appeals process is available to the student. A more complete statement

concerning definitions, offenses, penalties, and grievance procedures is found below.

C. Academic Conduct

1. Standards of Honesty

The College requires all students to meet its standards of honesty. Dishonesty, cheating, or plagiarism, or knowingly furnishing false information to the College, are particularly serious offenses and constitute misconduct subject to discipline.

2. Disruptive Behavior

Any behavior that seriously interferes with other students' ability to engage in learning and/or the instructor's or staff member's ability to provide instruction is misconduct subject to discipline.

3. Examples of Academic Misconduct

Plagiarism

Plagiarism is a serious offense where someone else's work is presented as one's own. There are many forms of plagiarism, which include, but are not limited to, copying published material verbatim, paraphrasing the work of another without properly citing that work, keeping the content and/or structure of another's work and changing the words, and unfairly using material, such as taking large portions of another's work without substantial addition of one's own ideas or commentary. (For more specific examples of plagiarism, please visit <http://www.plagiarism.org>.)

Using someone's work

A student who misrepresents the work of another as his/her own is engaging in academic misconduct. For example, handing in a paper purchased from a term paper service, using a paper prepared by another, or engaging another person to take a test (class-related or standardized) in his/her stead, are examples of academic misconduct. This type of academic misconduct applies to all disciplines and fields of study.

Knowingly allowing someone else to represent your work as his/her own

By letting someone else use your work, there are at least two people involved: the person who does the work and the person who falsely represents that work as her or his own. Both are subject to academic discipline.

Gaining or attempting to gain an unfair advantage

Violations of the College's standards of honesty include possession, or an attempt to gain possession, of a test prior to its being given. An attempt to gain possession does not imply that one must physically have an original of the test or assignment. Other violations include, but are not limited to, accessing computer files; breaking or entering a locked or unoccupied office in an attempt to gain an unfair advantage; using a cell phone or other device to obtain materials from websites or other students; using reference materials that have not been allowed by the instructor; using hand-written, electronic, or printed notes during a "closed book/closed notes" test; stealing books or other materials from the Library or any College facilities; removing pages from College owned books or journals; and/or employing bribery, intimidation, or harassment in an attempt to gain unfair advantage.

Unsafe Behavior

Behavior that poses a significant threat or risk to oneself or others in any educational setting—whether in a clinical, laboratory, or an actual or simulated workplace setting—is a particularly serious variety of academic misconduct. What constitutes unsafe behavior varies across contexts, but may include failure to properly follow established protocols and procedures, acting in negligent disregard for potential harm to the wellbeing of others, and distracting others when learning or performing potentially dangerous procedures. Further, failure to take appropriate precautions against potential risks (e.g., not wearing eye protection in a lab setting) may also be deemed unsafe behavior. See course materials and program handbooks for further information regarding specific guidelines and expectations.

Disruptive Behavior

Disorderly behavior that disrupts the academic environment violates the standard of fair access to the academic experience. Purposeful acts, such as physically or verbally harassing an instructor or fellow student, or engaging in any type of disruptive behavior in a class situation that interferes with the ability of the instructor to teach or other students to learn are examples of disruptive behavior.

Giving false information or altering documents

Falsely attesting that work has been accomplished when it has not been, falsely attesting that functions or classes were attended that were not attended, and altering answers to test questions after the tests have been graded and returned are examples of giving false information. Altering grade report forms or changing grade forms or class rolls, either in their physical or electronic form, and altering, falsifying, or misusing to deceive in any way any other College documents also constitutes a violation of expected standards of honesty. Falsifying research data or other scientific misconduct also may be considered a violation.

Violations are not limited to the areas and examples given.

The academic discipline procedure may be invoked whenever the College believes the principles of honesty and fairness are violated and/or the facilities that support the academic environment are harmed. The examples given above are illustrative only (it is impossible to delineate or cite every possible violation), and any act that violates the principles of honesty and fairness may be subject to academic discipline. Some acts, such as sabotage of another student's work or sabotage of an instructor's records, may not fall neatly into any one of the six areas listed above but are subject to academic discipline if found damaging to the academic environment at Columbia Gorge Community College. Some of the described acts, or similar acts, may also constitute violations of the Code of Student Conduct, subject to discipline under the Student Conduct Disciplinary Procedures as well as these Academic Misconduct Procedures.