

STUDENT RESPONSIBILITIES (Mission College Catalog 2008-2009)

General - Students are responsible for completing the learning and performance objectives of the courses in which they are enrolled and giving evidence of such learning through examinations, essays, term papers, journals and such other requirements as the instructor may deem appropriate for demonstrating mastery of skills required in the course.

When a student receives an incomplete grade ("I"), he or she shall not be permitted to repeat or register in the course in a subsequent semester unless the student fails to make up the incomplete as specified by the instructor and is subsequently awarded a sub-standard grade ("D," "F" or "NC").

Students are held fully responsible for following college procedures for adding, dropping or withdrawal, and for filing appropriate forms in the Admissions Office.

Class Attendance - Students are expected to attend all sessions of each class. Instructors may drop students from class if they fail to attend the first class meeting, or when accumulated unexcused hours of absence exceed ten percent of the total number of hours the class meets during the semester. Moreover, an instructor may drop from the class any student who fails to attend at least one class session during the first three weeks of instruction.

Leaves of Absence - Students who, for unforeseen reasons, must be absent from classes for more than one week should file a leave of absence form with the Vice President of Student Services. These forms are available in the Admissions and Records Office.

A student who anticipates being out of school for one academic year may petition to the Academic Council for a leave of absence

Discipline Process

The district expects students to conduct themselves in a manner consistent with the educational purposes of the college. Students have many responsibilities when they become members of the West Valley-Mission College community. The Student Code of Conduct, local State and Federal laws and regulations, as well as other published rules, procedures and regulations provide a clear statement of those expectations.

Behavior that is not consistent with those standards will be subject to disciplinary sanctions and appropriate external sanctions. However, disciplinary proceedings should play a secondary role to counseling when admonitions have been present.

To protect the rights of students to due process, students will always be informed of the charges against them, be given an opportunity to refute the charges, and permitted an appeal of any decision. Disciplinary proceedings and their outcomes are confidential.

Cheating Policy - Dishonesty includes but is not limited to in-class cheating, out-of-class cheating, plagiarism, knowingly assisting another student in cheating or plagiarism, or knowingly furnishing false information to college staff, faculty, administrators or other officials. Following are definitions of in-class cheating, out-of-class cheating, plagiarism, and furnishing false information. These are not all-inclusive and the list itself is not meant to limit definition of cheating to just those mentioned.

a. In-class cheating: during an examination or on any work for which the student will receive a grade or points, unauthorized looking at or procuring information from any unauthorized sources, or any other student's work.

b. Out-of-class cheating: unauthorized acquisition, reading or knowledge of test questions prior to the testing date and time; changing any portion of a returned graded test or report and resubmitting as original work to be regraded; or presenting the work of another as one's own for a grade or points.

c. Plagiarism: unauthorized use of expression of ideas from either published or unpublished work(s) as a student's own work for a grade in a class. This also includes the violation of copyright laws, including copying of software packages.

d. Furnishing false information: forgery, falsification, alteration or misuse of college documents, records, or identification in class or in laboratory situations.

Classroom-Related Disciplinary Sanctions

When a student is charged with plagiarism or cheating related to a class activity or assignment, and the instructor has reasonable proof or documentation or the student admits the violation, the instructor may select one or more of the following options:

a. Issue an oral or written notification and warn the student that further acts of this sort will result in additional disciplinary action.

b. Issue an NC or a failing grade ("F") or "0" for the assignment in question.

c. Drop the student from the class and assign a withdrawal ("W") for the class up to the last day to withdraw from semester term courses. Students dropped after stated date will be assigned a failing ("F") for the class, pursuant to the uniform grading policy.

d. Refer the student to the Vice President of Student Services, for disciplinary action.