

ACADEMIC HONESTY

SOWELA Technical Community College encourages academic honesty in all classes and requires academic honesty from all students. Students are expected to maintain honesty and integrity when completing all academic assignments and examinations.

Academic dishonesty includes, but is not limited to the following:

- Submitting another student's work as your own or allowing a student to submit your work as their own.
- Copying from another student on assignments or during an exam or allowing a student to copy from your assignments or exams.
- Receiving exam questions from a student who has already taken an exam or giving questions to a student who has not taken an exam.
- Listing false references.
- Making up research data.
- Using an author's work without proper credit and citation (plagiarism).
- Plagiarizing any part of an assignment, essay, or exam.
- Using unauthorized materials obtained from instructors or students.
- Receiving unauthorized help on assignments or exams.
- Altering grades.
- Using a cell phone, pager, etc. during an exam.

Plagiarism, cheating, and other forms of academic dishonesty will not be tolerated. Any student found guilty of such dishonorable acts in academic work will receive a grade of 0% for the work presented. The instructor may also refer the student to the appropriate administrator for further disciplinary action that could result in an "F" in the course, dismissal from the course, dismissal from the college, and/or possible legal action.

To refer a student for further disciplinary action, the instructor should inform the appropriate School Dean in writing and submit documentation to support the conclusion of academic dishonesty. The instructor should also recommend the disciplinary action(s) to be taken within the guidelines of this policy. The instructor's request should be forwarded through the chain of command: Instructor, School Dean, Dean of Instruction, Vice Chancellor for Academic Affairs

At each point along the chain, the academic administrator will review the evidence presented and may decide to advance the recommendation or terminate the action. If the recommendation is confirmed, the student will be informed in writing of the final decision and a record of the action will be filed in the student's records.

The student has the right to appeal any decision by following the institution's grievance policy.

STUDENT CONDUCT CODE

Membership in the college community confers upon students certain rights and imposes certain responsibilities which are defined below. Students are expected to understand and exercise their rights, to meet their responsibilities, and to respect the rights of others. The College's student conduct code is expected to enforce these responsibilities and to afford the same rights to students. The College will help to preserve a climate in which students can develop without denying this same opportunity to others. Unfamiliarity with the following does not excuse students from carrying out their responsibilities as members of the college community.

Student Rights

1. Students have the right to be heard in matters that affect their rights and responsibilities. (e.g. through Student Government Association, Dean of Instruction, etc.)
2. Students have the right to take stands on issues, to examine and discuss questions of interest, and to support legal causes by orderly means which do not disrupt college operations or interfere with the rights of others.
3. Student publications and communications are guaranteed the rights inherent in the concept of "freedom of the press." Individual students and student organizations have the right to publish, distribute, and broadcast material on the college campus provided that the materials are identified by the name of the student or student organization. All publications and broadcasts shall be subject to the canons of responsible journalism, including the avoidance of defamation, indecency and obscenity, undocumented allegations, and harassment. In addition, all publications and communications must be approved by the Office of Student Support Services.
4. Students have the right to form and participate in student organizations that provide opportunities for educational and social enrichment. All student organizations registered with the Office of Student Support Services may meet on college premises provided that they make reservations in accordance with the established rules and regulations for room and space reservation. Students and/or student groups may not make reservations in their names for outside groups or organizations to use college space.
5. Student organizations registered with the Office of Student Support Services have the right to invite any persons of their choosing to their organization as speakers on college premises. The Chancellor or the Executive Director of Enrollment Management and Student Affairs may cancel a speaker's reservation where there is a clear and present danger to the orderly operation of the college. Such cancellation shall be communicated to the sponsoring organization at the earliest opportunity.
6. Students have the right to have their academic records kept confidential subject to existing law. No official records shall be kept which reflect political activities or beliefs of students. No official records shall be available to unauthorized persons within the institution, or to any person outside the institution without the expressed written consent of the student involved, except under legal compulsion.
7. Students have the right to due process when accused of any violations of college regulation or rules of conduct. This right shall include the following:
 - Right to a notice in writing of any charges.
 - Right to admit the alleged violation, waive a hearing and accept the college's action.
 - Right to admit the alleged violation but request a hearing.
 - Right to deny the alleged violation and request a hearing.
 - Right to a fair hearing before an impartial committee.

- Right to appear in person at a hearing or not to appear with assurance the failure to appear shall not be construed as indicative of guilt.
- Right to select an advisor of their choice to attend the hearing with them.
- Right to call witnesses and present evidence on their behalf.
- Right upon request to a list of witnesses who will appear against them.
- Right to confront and cross-examine witnesses and/or accusers.
- Right to request a copy of any available record or tape recording of a hearing if the offenses involve possible suspension or expulsion.
- Right to appeal to the Executive Director of Enrollment Management and Student Affairs or Designee and then to the Chancellor of the College.
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Student Regulations And Rules Of Conduct

It is a basic and fundamental responsibility of a college to maintain order through reasonable policies and procedures. The filing of an application for admission shall be regarded as evidence of the applicant's intention to abide by the standards and regulations of SOWELA. Students forfeit their right to remain enrolled if they fail to comply with such standards and regulations. The following is a statement of the regulations and responsibilities of students both as individuals and as groups at SOWELA. Additional rules or regulations may be initiated under established procedures during the year.

1. Firearms, explosives, fireworks, or weapons of any kind are not to be brought onto the college premises or to college-sponsored events except as authorized by the proper officials of the College.
2. The manufacture, distribution, sale, possession, or use of alcoholic beverages, marijuana, controlled substances, or dangerous drugs on the campus and at institutionally approved events off campus is prohibited.
3. No person shall physically abuse, threaten, or intimidate any member of the faculty, staff, student body, or any official visitor to the College.
4. The taking, damaging, or malicious destruction of property belonging to the college, to the visitors to the college, or to any member of the college community is prohibited.
5. No persons shall assemble on campus for the purpose of creating a riot or disruptive or disorderly diversion which interferes with the normal educational processes and operations of the College. This policy shall not be construed as the denial of any student's right to peaceful assembly.
6. Gambling on the campus premises is prohibited.
7. No person shall interfere with, fail to cooperate with, or fail to identify himself or herself to any properly identified administrator or staff person while that person is in the performance of his or her duties.
8. Unauthorized entry into, use, or occupation of college facilities which are locked, closed to student activities, or otherwise restricted as to use, or which have not been reserved for use through the proper college authorities is prohibited.

9. Falsification, alteration, fabrication, or misuse of college forms, documents, records, or identification cards is prohibited. This policy includes any documents submitted in support of official college purposes.
10. The operation on campus of student organizations not properly registered with and recognized by the Student Support Services Office is prohibited.
11. The dissemination on campus of publications which do not bear the name of the originator or which are not done in accordance with college rules and regulations is prohibited.
12. Students shall not attempt to defraud, deceive, or mislead an instructor in arriving at an honest grade assessment.
13. Hazing is not permitted. Hazing violations include, but are not limited to, abusive initiation requirements for entrance into a club or organization.
14. Unauthorized use of college property or services is prohibited.
15. Behavior that is disruptive or that interferes with the campus learning process in the classroom or on campus is not permitted. Students accused of Student Conduct Code violations can be assured adequate due process through administrative procedures. Violations can be adjudicated through an informal hearing with the Executive Director of Enrollment Management and Student Affairs and/or through a formal hearing. An informal hearing is a meeting between the accuser, the accused, and the Executive Director of Enrollment Management and Student Affairs. An informal hearing is appropriate when all parties voluntarily agree to engage in an attempt to resolve the complaint. This may result in sanctioning if needed. If the informal hearing does not result in resolution, the case will be forwarded for a formal hearing.

Additional Conduct Regulations

1. Appearance and/or dress that is extreme or unusual to the point of distracting from or being disturbing to the learning environment within classes or on campus will not be tolerated. In certain technical labs, student dress is expected to meet all safety codes.
2. Telephone and mail service is not available on campus for students. Students should be called through the college switchboard only in cases of emergency which involve the illness or death of a family member. The Office of Facilities should be contacted in such emergencies.
3. To the extent permitted by State law, all faculty, staff, students, visitors, vendors, contractors, and all others are prohibited from using any tobacco products (cigarettes, cigars, smokeless tobacco, snuff, chewing tobacco, electronic cigarettes, etc.) while on the property of SOWELA Technical Community College.
4. Food and drinks may be brought into buildings, but they are not allowed in classrooms. Children are not allowed in classrooms, and cannot be left unattended while on campus.
5. All electronic devices should be turned off and put away while in class.

Disciplinary Sanctions

Students/student leaders/clubs/organizations who fail to follow the Code of Conduct are subject to disciplinary actions/sanctions authorized by the Executive Director of Enrollment Management and Student Affairs or Designee. These include:

1. Admonition or oral statement to the student who has violated regulations.
2. Official written reprimand, warning, or notice in writing that continuation or repetition of wrongful conduct can result in harsher action.
3. Educational sanctions that include fines, public service, participation in selected programs, and/or the assignment of a research project.
4. Disciplinary probation/exclusion from privileged or extracurricular activities.
5. Restitution/reimbursement for damage(s) or loss(es) to property or person(s).
6. Forfeiture of academic credit.
7. Suspension/exclusion from classes and privileges for a defined period of time.
8. Expulsion/termination of the club/organizations/student(s).
9. Sanctions as deemed necessary by the Executive Director of Enrollment Management and Student Affairs or Designee.

The Executive Director of Enrollment Management and Student Affairs or Designee reviews all disciplinary sanctions. The Vice Chancellor of Academic Affairs or Designee will review all academic related sanctions.

Unusual circumstances (i.e. threat of personal safety, physical danger, repeated violations, etc) may result in dispositions decided on through informal hearings. Such dispositions may result in suspension, exclusion from classes, or expulsion/termination of the student's status of SOWELA.

Students on disciplinary suspension, exclusion, or expulsion are forbidden the use of college facilities during the term of their sanction. A student or student club/organization facing disciplinary sanctions may receive temporary sanctions from the Executive Director of Enrollment Management and Student Affairs or Designee. These include suspension pending the final disposition of the case, or temporary suspensions imposed in order to maintain the orderly operation of the college.

Categories and Definitions of Academic Dishonesty

Cheating is the intentional use of inappropriate and unauthorized assistance, information, materials or study aids in any academic exercise, and includes multiple submissions of the same or part of the same work to different instructors for different assignments in the same semester or in a different semester. Cheating includes, but is not limited to, the use of unauthorized assistance, information, or materials on tests, homework, quizzes, papers, projects and all other academic assignments. Additionally, the act of conspiracy for the purpose of defrauding also constitutes cheating.

Fabrication is the misrepresentation of a signature or a document as original (authentic) and includes the fabrication of any part of an academic individual or group assignment, or of official documents of the college or outside agencies, including drop/add slips, excused absence slips, and medical documentation. Fabrication also includes making up or changing data or results, or relying on someone else's results in experiments or laboratory assignments. Citing a source that has not actually been used or consulted is also an offense.

Plagiarism constitutes the use of another person's ideas, words, data, arguments or sentence structure in any academic assignments as the student's own without proper documentation or citation.

Misuse of academic resources constitutes prohibiting students, faculty or staff from using print or electronic resources by rendering them unavailable, useless, or altered from their original form and purpose. This includes the unauthorized use of computer accounts, alteration of passwords, violation of library procedures or other intentional misuse or destruction of educational materials.

Misrepresentation is intentionally presenting oneself as someone else, or intentionally representing the condition or the situation as more or less than what it actually is to gain credit or special concessions on academic individual and group work including make-up tests, projects, and class assignments.

Violation of class rules is the intentional failure to follow the rules of each individual class concerning academic assignments and class behavior as referenced in the course syllabus.

Complicity is the willing involvement with others in any academic misconduct.

Software fraud is the unlawful downloading and copying of computer software used in the creation of academic work.

Multiple submissions of work include handing in academic work that was done previously by the student for another class or by someone else.

Cheating includes any attempt to defraud, deceive or mislead the instructor in arriving at an honest grade assessment. Plagiarism is a form of cheating that involves presenting as one's own the ideas or work of another. Through course syllabi or course requirements, students will be informed of the cheating policy. The policy has been established by SOWELA to insure due process in cases of cheating and plagiarism.

Standards Of Conduct For Use Of SOWELA Computers

SOWELA's Acceptable Use Policy #7.001.1 complies with the latest revisions of both the Computer Fraud and Abuse Act and the Copyright Act and overall Louisiana Community and Technical College System policy #7.002.

Examples of unacceptable activities:

- Accessing, uploading, downloading, transmitting, displaying, or distributing obscene or sexually explicit material; transmitting obscene, abusive, or sexually explicit language
- Damaging computers, computer systems or computer networks
- Vandalizing, damaging or disabling the property of another person or organization
- Debilitating or disabling computers systems or networks through the intentional misuse
- Overuse of electronic distribution or the spreading of computer "viruses" through the inappropriate use of files, cd's or other removable devices

- Violating copyright, or otherwise using another person’s intellectual property without his or her prior approval or proper citation
- Using another person’s passwords
- Trespassing in another person’s folders, work or files
- Violating local, state and federal statutes

Display Of Non-College Publications

As an institution of higher education, SOWELA seeks to foster a “free marketplace of ideas” in support of the ideas written in our state and national constitutions. To that end, SOWELA allows the display of non-college publications on its campus. The regulations contained herein in no way approve, disapprove, support, or fail to support the content of the publications included in this policy. The policy simply assists SOWELA in the use and management of college facilities.

Procedure for posting Non-College Publications:

1. An Agreement for Display of Non-college Publications must be completed and filed in the OSSS. Agreements are renewed annually; however, SOWELA can cancel an agreement at any time by issuing a two-week notice to the vendor.
2. OSSS assigns display locations and assignments are made solely at the discretion of SOWELA.
3. Display racks must be provided and used by the vendor to display publications.
4. Sales and Solicitation

SOWELA does not permit the operation of private business enterprises on campus unless the business is under contract to the college. As specified by related procedures, all private business interests on the SOWELA campus are only operated as auxiliaries to the business, and are under the direct management, control, and supervision of the college’s chief business officer: Jeanine Newman, Vice Chancellor for Finance.

Procedures for Students/Student Organizations:

Students can place notices of items for sale on the “Campus Advertising Board”. Posting of sales notices must first be approved by the Office of Student Support Services.

Student Assemblies

Students who need to utilize campus facilities for an event, must first reserve the facilities through the Office of Student Support Services. Whenever an activity, held in the name of the college, includes a speaker, the Vice Chancellor for Academic Affairs must officially approve the speaker and coordinate the event with the SOWELA Office of Facilities.

Visitors on Campus

Visitors are welcome and are invited to visit the college at any time. Each visitor to the college must check with the administrative office before touring the school or visiting classes. Visitors must adhere to the rules and policies of the college, including traffic and parking regulations.