ACADEMIC REGULATIONS AND STUDENT CODE OF CONDUCT

PHILOSOPHY
Finger Lakes Community College believes that, in order to provide a quality educational experience, students must assume responsibility for their learning through positive participation and commitment. In order to maintain a quality learning environment, the College has adopted the following policies that identify minimum standards to be upheld.

ACADEMIC APPEALS
If a student does not meet the College's Standards of Progress at the end of the probationary semester and/or receives notification of Dematriculation status, the student can appeal the Dematriculation status based on exceptional and extenuating circumstances. To begin the appeal process, the student should obtain an appeal form from the Center for Advisement and Personal Development and meet with a counselor in the Center. Appeals are reviewed by the Committee on Academic Standing on a regular basis throughout the academic year. The student is strongly encouraged to submit with the completed appeal form any documentation that will support the appeal request. Students will be notified in writing regarding the outcome of their appeal application.

ACADEMIC REINSTATEMENT
A student who has lost matriculation by not meeting the College's Standards of Progress may regain matriculation by leaving the College for one year (two semesters), submitting an appeal to the Committee on Academic Standing, and complying with any conditions set by the Committee on Academic Standing. Upon returning to the College, the Committee on Academic Standing may place restrictions on the student's enrollment. Appeal forms are available from the Center for Advisement and Personal Development.

ACADEMIC HONESTY
The College, like all communities, functions best when its members treat one another with honesty, fairness, respect, and trust. Finger Lakes Community College expects academic honesty and integrity from all students and believes it is an important aspect of each student’s education and preparation for the future. All members of the College community should realize that deception for individual gain is an offense against the members of the entire community, and it is everyone’s responsibility to be informed of College regulations on academic honesty.

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

Cheating:
• Possessing unauthorized sources of information during an examination
• Copying the work of another student or permitting copying by another student during an exam
• Completing an assignment, such as an exam, paper, lab report, or computer program for another student
• Submitting material produced by someone else without noting the reference source (i.e. footnote)
• Altering graded work after instructor evaluation and resubmitting the same paper in two different classes without approval of both instructors
• Inventing data or falsifying an account of data collection
• Receiving questions or answers from someone who has already taken the same exam

Plagiarism
Taking the words or substance of another and either copying or paraphrasing the work without giving credit to the source (i.e. through footnotes, quotation marks, reference citations).

Additional Examples of Academic Dishonesty
• Providing material to another person with the knowledge it will be improperly used
• Possessing another student’s work without permission
• Selling or purchasing materials for class assignments
• Altering another student’s assignment
• Knowingly furnishing false or incomplete academic information
• Altering documents affecting student records
• Forging a signature or falsifying information on any official academic document

CONSEQUENCES
Disciplinary action for violations of academic honesty will be determined by the instructor. The consequences for such violations may range from a warning to receiving a grade of “F” in the course. Students who have been assigned a grade of “F” for a course as a result of academic dishonesty will not be permitted to change that grade by withdrawing from the course.

STUDENT CODE OF CONDUCT POLICY AND GRIEVANCE PROCEDURES
As explained in its Mission Statement, Finger Lakes Community College—a public, open-access institution—provides quality education within a student-centered, college environment devoted to promoting long-term student success.

The Student Code of Conduct Policy at FLCC is intended to foster and protect the free and open exchange of ideas. This Code applies to students and student organizations of Finger Lakes Community College. Students are subject to this Code of Conduct during academic terms for which they are enrolled, during breaks between terms, during College holidays and vacations, and during periods of suspension. The Code of Conduct outlines the rights and responsibilities of students, behaviors prohibited on or off campus, possible sanctions, and the procedural rights of students and student organizations.

The Code embraces several important values: the rights of free speech and peaceable assembly; the freedom of inquiry and the right to make constructive criticism; the central importance of honesty to this community; and the desire that all students participate on campus in an environment that respects differences of culture, gender, religion, race, or ability.

Students who have questions about the Student Code of Conduct Policy and Grievance Procedures or who wish to obtain a copy of the document should contact the Dean of Student Services Office at (585) 394-3500, ext. 7211.

Grievance Procedures:
Academic Complaints
Finger Lakes Community College has adopted an internal grievance procedure providing for prompt and equitable resolution of complaints alleging prejudiced, capricious, or unfair academic appraisal (that is, assessment, evaluation, examination, judgment) or treatment.
Academic grievances (i.e., formal complaint) must be submitted in writing to the Dean of Student Services Office, contain the name and address of the complainant, and a brief description of the allegations of unfair appraisal or treatment. Complaints must be received by the Dean of Student Services Office no later than four weeks after the beginning of the subsequent semester following the occurrence (that is, complaints relating to courses taken during the Spring semester or summer terms must be filed no later than four weeks after the beginning of the Fall semester; complaints relating to courses taken during the Fall semester or Jan Plan must be filed no later than four weeks after the beginning of the Spring semester).

A waiver of this timeline must be requested in writing to the Dean of Student Services and cite the rationale for deferring the timeline. The Dean of Student Services will provide his or her decision in writing to the student within ten College working days of receipt of the request.

The informal resolution steps to be completed prior to submitting a formal complaint appear in the Student Code of Conduct Policy and Grievance Procedures (refer to the Grievance Procedures Section, I. Academic Complaints). Students who have questions about the Academic Grievance Procedures should contact the Dean of Student Services Office at (585) 394-3500, ext. 7211.

Discrimination Complaints
Finger Lakes Community College has adopted an internal grievance procedure providing for prompt and equitable resolution of complaints alleging discrimination on the basis of age, ancestry, color, disability, national origin, race, religion, creed, sex, sexual preference, marital status, or veteran status. Complaints must be submitted in writing to the Dean of Student Services Office, contain the name and address of the complainant, and a brief description of the allegations of discrimination. Complaints must be received by the Dean of Student Services Office no later than four weeks after the beginning of the subsequent semester following the occurrence (that is, complaints relating to allegations of discrimination occurring during the Spring semester or summer terms must be filed no later than four weeks after the beginning of the Fall semester; complaints relating to allegations of discrimination occurring during the Fall semester or Jan Plan must be filed no later than four weeks after the beginning of the Spring semester).

A waiver of this timeline must be requested in writing to the Dean of Student Services and cite the rationale for deferring the timeline. The Dean of Student Services will provide his or her decision in writing to the student within ten College working days of receipt of the request.

The steps to be followed based on a formal discrimination complaint appear in the Student Code of Conduct Policy and Grievance Procedures (refer to the Grievance Procedures Section, II. Discrimination Complaints). Students who have questions about the discrimination grievance procedures should contact the Dean of Student Services Office at (585) 394-3500, ext. 7211.

Sexual Harassment
The Federal Equal Employment Opportunity Commission has defined sexual harassment as: "Unwelcome sexual advances, request for sexual favors, and other verbal or physical conduct of a sexual nature, when:

1. submission to such conduct is made either explicitly or implicitly as a term or condition of an individual’s employment" (the College interprets this statement to include a student’s participation in academic courses, programs, or activities);
2. "submission or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual" (the College interprets this statement to include educational decisions affecting a student); "and
3. such conduct has the purpose or effect of unreasonably interfering with an individual’s work performance or creating an intimidating, hostile, or offensive working environment” (the College interprets this statement to include a student’s educational experience or learning environment).

Examples of verbal or physical conduct prohibited by the College’s policy include, but are not limited to:
1. physical assault;
2. direct or implied threats that submission to sexual advances will be a condition of employment, work status, promotion, grades, or letters of recommendation;
3. a pattern of conduct that would or is intended to cause discomfort or humiliation or both that includes: comments of a sexual nature; sexually-explicit statements, questions, jokes, or anecdotes; propositions of a sexual nature; subtle pressure for sexual activity; touching, patting, hugging, brushing against a person’s body; remarks about sexual activity, experience, or orientation; display of inappropriate sexually-oriented material where others can see it; repeated or unwanted staring.

Finger Lakes Community College has adopted an internal grievance procedure providing for prompt and equitable resolution of complaints alleging sexual harassment. Complaints must be submitted in writing to the Dean of Student Services Office, contain the name and address of the complainant, and a description of the allegations of sexual harassment. The steps to be followed based on a formal sexual harassment complaint appear in the Student Code of Conduct Policy and Grievance Procedures (refer to the Grievance Procedures Section III, Sexual Harassment Complaints). Students who have questions about the sexual harassment grievance procedures should contact the Dean of Student Services Office at (585) 394-3500, ext. 7211.

All Other Complaints and Disputes
All other complaints, charges, or disputes shall be presented to the Dean of Student Services no later than ten College working days after the occurrence. Except in unusual circumstances, all complaints, other than those specified above, must be submitted in writing to the Dean of Student Services Office, contain the name and address of the complainant, and a description of the allegations.

The Dean of Student Services may conduct an investigation to determine if the charges have merit and/or if they can be disposed of administratively by mutual consent of the parties involved. If the charges cannot be disposed of by mutual consent, the Dean of Student Services may later serve in the same matter as the hearing officer.