

**LONE STAR COLLEGE SYSTEM DISTRICT
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lower division requirements for the degree program in the field of study into which the student transfers. The student receives full academic credit toward the degree program for the block of courses transferred under this subsection. Students that have completed only part of the field-of-study curriculum should receive credit from the receiving institution for each of the courses the student did complete. The College may require students to satisfy additional field-of-study courses.

- (d) Transfer Dispute Resolution.** The Chancellor will publish in the College’s course catalog the THECB’s transfer-dispute resolution procedures. The College will give written notice to the student and the other institution that the proposed credit is denied written when the College does not accept transfer credit. The two institutions and the student shall attempt to resolve the transfer of the course credit under the THECB’s rules. If the transfer dispute is not resolved to the satisfaction of the student or the institution at which the credit was earned within 45 days after the date the student received the written notice of the denial, the College shall notify the Texas Commissioner of Higher Education of the denial and its reasons. The Commissioner of Higher Education, or the Commissioner’s designee, shall make the final determination about the dispute concerning the transfer of course credit, and give written notice of the determination to the involved student and institutions.

V.D. Academic Integrity and Dishonesty

V.D.1. General Policy Regarding Academic Integrity and Dishonesty

The College upholds the academic core values of learning: honesty, respect, fairness, and accountability. The College promotes the importance of personal and academic honesty from its students, instructors, and faculty members. The College’s academic integrity policies embrace the belief that all learners—students, faculty, staff and administrators—produce their own work and give appropriate credit to the work of others. No fabrication of sources, cheating, or unauthorized collaboration is permitted on any work submitted to the College or work submitted to third parties.

V.D.2. Definitions

- (a) Academic Dishonesty** covers many different circumstances that cannot reasonably be exhausted here. Nevertheless, academic dishonesty can involve bribing, cheating, deceiving, fabricating, impersonating, plagiarizing, engaging in professional misconduct during, and sabotaging, an academic evaluation/assessments. Academic dishonesty means engaging in any of the acts in the preceding sentence with the intent to deceive an instructor or third party in assessing an individual’s academic mastery of an academic component, assignment, area, subject, course, class, or program. Academic dishonesty occurs when an individual fails to exhibit and uphold academic integrity. Students and instructional employees share a responsibility to not engage in academic dishonesty.
- (b) Academic Integrity for Students** means that students are committed to upholding themselves and those around them to maintain the worth of the education they are

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receiving and the degree or certificate that they will receive. Students with academic integrity protect their work during tests, exams, quizzes, labs, and clinical assignments. Students with academic integrity do not share previously used tests/papers/assignments unless their instructor (a) has allowed them to do so or (b) shares the materials themselves. Students with academic integrity do not share information that will be on exams with other students that have not yet taken the subject test for whatever reason. Students with academic integrity report other students that have violated the College's academic integrity.

- (c) **Academic Integrity for Faculty and Employees** means that faculty members and other instructional employees value the academic rigor required to publish academic materials, value the College's academic reputation among peer institutions, and value the contributions of all their colleagues and students. Instructors with academic integrity base all academic evaluations upon good-faith professional judgment. Instructors with academic integrity appropriately recognize student contributions to their research, publication, service, or other activities. Instructors with academic integrity develop fair, consistent, and relevant forms of assessment. Instructors with academic integrity should strive to reduce student opportunities to engage in academic dishonesty. Instructors with academic integrity challenge academic dishonesty when it occurs. Instructors with academic integrity in leadership, supervisory, or more experienced positions ensure that their junior colleagues exhibit, maintain, and promote academic integrity in their own fields and in their classrooms.

V.D.3. Violations of Academic Integrity

The College treats academic integrity violations or engaging in academic dishonesty by students as grounds for disciplinary action under the College's Academic Misconduct Policy. The College treats academic integrity violations or engaging in academic dishonesty by instructors as grounds for disciplinary action under Section IV.

V.E. STUDENT ACADEMIC RESPONSIBILITIES

V.E.1. Academic Student Code of Conduct

V.E.1.1. Policy

The College provides an educational environment grounded in strict fidelity to academic integrity and academic rigor. The College achieves that environment by enforcing the Lone Star College System Academic Student Code of Conduct. The Academic Student Code of Conduct applies to all students enrolled in a credit or non-credit course at the College. It also applies to all online-only or hybrid students.

V.E.1.2. Definitions

(a) Reserved

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V.E.1.3. Academic Code of Conduct

Academic misconduct can occur in many different ways. The list below presents some examples of academic misconduct. The list does not contain every conceivable example of academic misconduct. The College publishes this list only giving students examples of the types of conduct that might qualify as academic misconduct.

- (a) Engaging in academic dishonesty as defined in Section V.
- (b) Violating the College's academic integrity policies defined in Section V.
- (c) Taking an exam, entire course, or preparing clinical work for another student.
- (d) Supplying or receiving test answers through electronic messages, signaling, or unauthorized written notes.
- (e) Looking at or using information from another student's test.
- (f) Authorizing another student to use your test or other class assignment information in any form.
- (g) Obtaining or supplying tests, lab reports, term papers, or assignments through unauthorized methods before or after it is administered.
- (h) Resubmitting a test with changed answers upon receiving unauthorized information.
- (i) Reviewing or altering grades of any student without proper authorization.
- (j) Collaborating with other students on testing, assignments, or clinical work without permission.
- (k) Possessing another student's work without permission.
- (l) Buying or using someone else's paper or project from a local source or Internet site and submitting it as your own work.
- (m) Incorrectly attributing or neglecting to attribute source material (books, articles, Internet sites, music tracks, movies, etc.) used in an assignment or clinical written work.
- (n) Failing to distinguish direct quotations from paraphrasing or summarization of source material.
- (o) Completing someone else's work on an assignment or clinical written work.

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- (p) Fabricating or falsifying information or course material in an assignment or clinical written work.
- (q) Submitting an assignment or clinical written work as your own after someone else has rewritten or changed major portions of it.
- (r) Using a project completed for another course and resubmitting it without changes for another course.
- (s) Destroying or vandalizing student or faculty course materials or records.
- (t) Selling or purchasing exams, papers, notes or other assignments (whether ultimately used or not).

V.F. STUDENT DISCIPLINE FOR ACADEMIC MISCONDUCT

V.F.1. General Provisions

V.F.1.1. Student Discipline Policy for Academic Misconduct

The College upholds the academic core values of learning: honesty, respect, fairness, and accountability especially when its students fall short of those expectations. Academic misconduct and violations of the Academic Code of Conduct subject students to academic discipline under this Section—including suspension and expulsion. When possible, members of the College community should try to resolve minor allegations of academic misconduct informally.

V.F.1.2. Definitions

- (a) **Academic Integrity Review Committee** means a panel appointed from each college to review suspensions and expulsions imposed by other colleges.
- (b) **Appeal** means to request in writing that the Chancellor review a decision of suspension or expulsion, stating why it should be modified or reversed.
- (c) **Chief Academic Officer** means, for this section, a college Vice-President to whom the college President gives primary responsibility for student discipline for academic misconduct.
- (d) **Due process** means a student's procedural and substantive constitutional protections.
- (e) **Effective notice** means written notice served in person, emailed to a person's College email address, or mailed to a person's address.
- (f) **Expulsion** means permanent exclusion from any or all College classes and activities.
- (g) **Academic Misconduct** means violating acts prohibited by Section V.1.E.3.

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- (h) **Period of disruption** means any period in which it reasonably appears that there is a threat of destruction to institutional property, injury to human life on the college or facility, or a threat of willful disruption of the orderly operation of the college or facility.
- (i) **Sanction** means a penalty against a student, including oral or written warning, probation, suspension, expulsion, or other proper penalty.
- (j) **Suspension** means temporary exclusion from any or all College classes and activities.

V.F.1.3. Reporting Academic Misconduct

Professors retain primary responsibility for matters relating to academic integrity within their courses. Professors should clearly state in a written report how the student's actions violated the College's academic integrity policy (those found in this Manual), how a grade was affected (assuming it was), and any academic actions taken. Changing grades (individual grades or overall course grades) requires written notice to the college's Chief Academic Officer.

Anyone may report academic misconduct in writing to a Chief Academic Officer. Reports shall include all known relevant facts, including dates, times, and places. The reporter shall supply available evidence and shall commit to participate in the investigation or hearing. Knowingly submitting false reports is considered non-academic misconduct for students and grounds for adverse employment actions against employees.

V.F.1.4. Investigation

After receiving a written report alleging academic misconduct, the Chief Academic Officer or a designee may investigate the allegations by meeting with the student's instructor and the student. If the Chief Academic Officer believes that the instructor's remedies are sufficient under the College's policies, the Chief Academic Officer may close the file and leave the matter undisturbed beyond the instructor's actions. If, however, the Chief Academic Officer believes that a suspension or expulsion is warranted under the circumstances, the Chief Academic Officer will request an Academic Integrity Review Committee Hearing.

V.F.1.5. Hearing

The college shall give the student effective notice of the date, time, and place of his or her Academic Integrity Review Committee hearing. Notices shall set forth specific allegations, list all evidence of academic misconduct including all witnesses who may testify against the student, and provide copies of all documents to be used against the student. The college must prove academic misconduct to the Academic Integrity Review Committee by preponderance of the evidence. Accused students shall have the right to confront and question their accusers during the hearing unless a legally recognized exception to this right applies. After the hearing, the Academic Integrity Review Committee will issue a written majority decision either dismissing the matter or finding the student responsible for academic misconduct. A decision finding a student responsible for academic misconduct shall explain the specific academic misconduct and determine whether an expulsion or suspension is warranted. Either party may appeal the Academic Integrity Review Committee's decision. The Academic Integrity Review

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Committee cannot change a grade—it can only recommend adopting or rejecting the expulsion or suspension recommendation made by the Chief Academic Officer for the student involved. The recommendation is forwarded directly to the Chancellor. The Chancellor makes the final decision—that decision is not appealable.

V.F.1.6. Effect of Sanctions

Any suspension or expulsion under Section V has College-wide effect. A student suspended or expelled from one college may not enroll at another college without the Chancellor's written permission unless the sanction has expired by its own terms. The College may agree at any time to impose certain sanctions if a student admits to academic misconduct, and the student and Chief Academic Officer shall sign any such agreement. In addition to sanctions, the College may pursue any and all remedies at law or equity.

V.F.1.7. Due Process Requirements

Students have a protected interest in receiving an education. Except during periods of disruption, students must receive due process before they may be suspended or expelled. Due process requires notifying students of charges against them, explaining evidence against them, and giving students a fair opportunity to present their side of the story. Due process is not required for sanctions that do not affect students' interest in receiving an education, such as warnings or exclusion from extracurricular activities. Except during a period of disruption, no suspension or expulsion will take effect for academic misconduct before the investigation, hearing, and appeal process ends.

V.F.1.8. Autonomy

Academic misconduct may also violate federal, state, or local laws, and students subject to discipline may also face civil or criminal legal penalties. Civil or criminal proceedings—or the lack thereof—related to alleged academic misconduct will not determine discipline.

V.F.1.9. Periods of Disruption

During periods of disruption, the powers and procedures in Texas Education Code Chapter 51, Subchapter E-1 shall apply and shall prevail over this section if they conflict. Students must receive due process as soon as practicable during periods of disruption.

V.F.1.10. Discipline in Health Occupations Programs

Health Occupations Program Deans shall/may act as Chief Academic Officers for their programs with written authorization from their respective Chief Academic Officer.

V.G. ACADEMIC APPEALS

V.G.1. General Provisions

V.G.1.1. Academic Appeals