

# PROCEDURES

## Policy 2.19: ACADEMIC HONESTY AND INTEGRITY

1. Faculty will inform students of behavior appropriate for maintenance of the Blue Mountain College Honesty and Integrity Policy as it pertains to their particular courses and disciplines.
2. Any faculty member who suspects a violation of the Academic Honesty and Integrity Policy shall assume the responsibility for confronting the violator(s) immediately about the violation. The faculty member must notify the student in writing, including sufficient details to allow the student to respond in his/her own defense. The faculty member assigns a grade of "0" for the assignment in question, and reports the matter as specified below. Additional penalties may be assigned depending upon the severity of the violation as determined by the Vice President for Academic Affairs.

**If a student who is alleged to have cheated, plagiarized or been involved with other academic misconduct admits to the charge,** the faculty member involved shall apply the appropriate penalty and prepare a report on the incident which the student will be asked to read and sign. The faculty member will send the report to his/her department chair who then transmits the report to the Vice President for Academic Affairs. The VPAA will determine if additional reporting is needed. In the case of other college personnel suspecting a student of academic misconduct, reporting should be made directly to the VPAA who then reports to the appropriate individuals.

### ACADEMIC APPEALS PROCEDURE

1. Students accused of violating the Blue Mountain College Academic Honesty and Integrity Policy (AHIP) **or** who claim the final grade that they received in a course was determined unfairly may appeal. *Students may withdraw their appeal at any time.*
  - A. Appeal of an Academic Honesty and Integrity Policy Violation  
A *written* appeal must be initiated within six class days of the professor's written accusation and must follow the procedure described under number 2 below.
  - B. Appeal of a Course Grade  
  
A *written* notice of intent to appeal a final grade in a course must be sent by the student to the professor awarding the grade no later than 30 days from the end of the semester or summer term in which the grade was awarded. The grade appeal process then must be initiated no later than the first twelve class days of the following semester or summer term and follow the procedure described in number 2 below.
2. The appeal process must follow the procedure outlined below. At each step in the process, the decision-making body or person must respond within six class days.
  - A. The student must discuss the matter privately with the professor in an effort to resolve the problem.

- B. If no satisfactory resolution is reached, the student should appeal *in writing* to the Vice President for Academic Affairs..
- C. If the VPAA determines that the appeal is not frivolous, she/he may attempt to resolve the problem herself or himself or may call a meeting of the **Academic Appeals Committee (AAP)\***. This group will advise the VPAA after determining the merits of the appeal.
- D. IF THE APPEAL IS DENIED, THEN THERE CAN BE NO FURTHER APPEALS. If the appeal is upheld, the VPAA, with possible advice from the Academic Appeals Committee, will appoint an ad hoc review committee from within the discipline in which the course is offered. This review committee will evaluate the student's work and determine a grade that will be submitted to the Vice President for Academic Affairs. This grade will be reported to the professor and to the registrar's office in a timely fashion.

If the professor against whom the appeal is upheld feels strongly that the newly determined grade is unjustified, he/she may appeal the decision of the ad hoc committee *in writing* to the Vice President for Academic Affairs, who will present the written appeal and brief the President of the College on the situation for his/her final resolution. After a decision is rendered by the President, there can be no further appeals.

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*\*Chaired by the VPAA, who serves as an ex-officio, non-voting member of the AAP, the Academic Appeals Committee will consist of the Dean of Student Affairs, the presidents of the Student Government Association and the Ministerial Association, and faculty representatives from each of the six departments of Blue Mountain College—Biblical and Associated Studies; Education, Business, Physical Education and Psychology; Fine Arts and Speech; Language and Literature; Mathematics and Natural Science; and Social Sciences. In certain instances, other members of the BMC community may be asked to serve in an ad hoc capacity as members of the Academic Appeals Committee at the VPAA's discretion.)*

*The Academic Appeals Committee is responsible for recommending, by majority decision, either to uphold or to deny the student's appeal. The student and professor must present evidence in writing supporting their positions. In the case of a grade appeal, the professor must present the written grading procedure for the course under appeal.*