

## **STATEMENTS OF RIGHTS AND RESPONSIBILITIES FOR MEMBERS OF THE COLLEGE COMMUNITY**

A primary responsibility of the College community is to create conditions that provide beneficial educational experiences and an atmosphere of mutual respect for the rights and opinions of individuals or groups as long as such expression does not infringe upon the rights of others.

### **Classroom Rights and Responsibilities**

- A. Both students and faculty members are obligated to attend each class meeting.
- B. Both students and faculty members are obligated to be prepared for each class meeting.
- C. Both students and faculty members are obligated to extend to one another mutual respect and courtesy as members of the College community.
- D. Faculty members have an obligation to conduct their academic professional activities honestly and conscientiously.
  - 1. They shall follow the content and procedures as outlined in the course syllabus.
  - 2. They shall describe the course objectives, course content, types of class activities and assignments, and grading system for each course at the beginning of each semester.
  - 3. They shall assign grades based on fair, unbiased evaluative instruments without regard to race, color, religious creed, ancestry, national origin, handicap or disability, age, sex, sexual orientation, gender identity or expression, genetic information, veteran status, marital status, family status, or other classification protected by applicable law.
  - 4. They shall grade students' work and report grades to students within a reasonable period of time.
  - 5. They shall give appropriate recognition to students by name for their contributions to published materials.
  - 6. They shall respect the confidentiality of information regarding students contained in College records. Such information shall not be released except by student consent, or as may be required by law.
- E. Students have an obligation to conduct their academic activities honestly and conscientiously.
  - 1. They shall refrain from reference during examination or other academic evaluative process to other individuals or materials not authorized by the instructor.
  - 2. They shall not possess, purchase, sell, or use any materials intended to be a part of, or the whole of, an examination or other evaluative process unless authorized to do so by the instructor.
  - 3. They shall not act as substitutes for other students in any examination or other evaluative process.
  - 4. They shall not avail themselves of aid in a manner expressly prohibited by the instructor in the research, preparation, creating, writing, or performing of work to be submitted for academic credit or evaluation.
  - 5. They shall not plagiarize. Plagiarism is defined as presenting someone else's work as one's own, a serious offense in academic and professional environments. Plagiarism includes purchasing or borrowing an entire assignment, having someone else complete an assignment or rewrite an assignment in his/her words, and using source material to complete an assignment without giving proper credit for that source material. Students must comply with the style guide required by the course instructor; style guides include, but are not limited to, MLA, APA, and Chicago Style.
- F. For student identity verification purposes, the BC3 student identification photo will be available for view by College Administrators, Staff, and Faculty.

## ACADEMIC DISHONESTY

Evidence of academic dishonesty will result in an F grade for that assignment, test, etc. If the same student commits academic dishonesty again, dismissal from the College will be recommended to the Vice President for Academic Affairs.

## ONLINE TESTING AND STUDENT IDENTITY VERIFICATION GUIDELINES

In compliance with federal regulations (34 CFR 602.17(g)), online instructors shall require students who participate in such classes and/or take exams to verify their identity by using a secure login, a pass code, a webcam, and a microphone; or to take proctored exams.

Students may be required to have photo identification for proctored examinations, which may include video and audio recording with consent of the student. In addition, new or other technologies and practices to assist in verifying student identity may be utilized.

Additional costs for proctoring services or use of other technologies and practices may apply and notice of such costs will be provided to students at the time of registration. Costs may vary.

## REVIEW AND APPEAL

Students who are charged with academic dishonesty shall have the charges heard and may appeal sanctions imposed, if any, according to the levels of authority and the processes outlined in the Academic Grievance procedure.

## STUDENT COMPLAINT AND ACADEMIC GRIEVANCE

- A. **If the student complaint is grade related**, the student should proceed with the following steps:
1. **Informal Process:** The student should make every possible effort to resolve the complaint by discussing it with the instructor or other people concerned. Most grade appeals are resolved at this step.
  2. **Formal Process Step One:** If grade appeals are not resolved between the student and faculty member, the student must submit the **Butler County Community College Final Course Grade Appeal Form** to the Dean of the Division in which the course is listed.
  3. The Dean may consult with the faculty member before giving the student a written judgment on the appeal or may advise the student on alternate strategies in resolving the situation. The Dean will respond in writing to the student, preferably within seven (7) days.
  4. **Formal Process Step Two:** Complaints not resolved between the Dean and the student can be submitted in writing to the Vice President for Academic Affairs (VPAA) for further review. Include the **Final Course Grade Appeal Form and the Dean's response with your written complaint**.
  5. The VPAA will conduct an appropriate investigation that may include meeting with the student, faculty member and Dean. The VPAA will respond in writing, preferably within seven (7) days. The written response will become part of the student's record.
  6. The decision of the VPAA shall be final unless within five (5) college days after receipt of the decision, the student files a letter with the President.
  7. **Formal Process Step Three:** The President will review the matter to ensure the process and documentation was followed and render a decision.
  8. **Grade appeals must be initiated no later than 10 days after the beginning of the next semester.**
- B. The purpose of the Final Grade Appeal is to provide students with a procedure to grieve a course grade. Students who believe that their final grade does not reflect an accurate academic evaluation of their work may initiate a final course grade appeal in accordance with provisions of this document. All academic rights and privileges of faculty are to be honored in this process.
- C. **A faculty member's judgment of the academic performance of the student cannot be appealed.**

- D. An appeal can be made based upon factors other than the academic judgment of the instructor such as, but not limited to, the following:
- The instructor made an error or did not calculate the grade as stated in the course outline;
  - Significant deviation from grading procedures stated on the course outline; or
  - The student, through no fault of his or her own, may not have been accorded the same opportunity to complete the requirements for the course, such as time, access to materials or access to the instructor as other students in the course.

If you have any questions in regard to how to complete this form or require assistance, please contact the Vice President for Academic Affairs office at 724-287-8711, Ext. 8262.

- E. **If the student complaint is academic in nature, but not grade related:** for example, complaints about instructors, staff, courses or requirements the following steps must be taken:
1. **Formal Process Step One:** Student complaints not resolved between the student and faculty/staff/administrator or other people concerned must be submitted in writing to the appropriate Dean using the *Butler County Community College Student Grievance Form*. The Dean may consult with the faculty member or other people concerned before giving the student a written judgment on the appeal or may advise the student on alternate strategies in resolving the situation.
  2. **Formal Process Step Two:** Complaints not resolved between the Dean and the student must be submitted in writing to the Vice President for Academic Affairs (VPAA). The VPAA will conduct an appropriate investigation that may include meeting with the student, faculty member, other people concerned and Dean. The VPAA will respond in writing, preferably within seven (7) days. The written response will become part of the student's record.
  3. **Formal Process Step Three:** The decision of the VPAA shall be final unless, within five (5) college days after receipt of the decision, the student files a letter with the President.
  4. **Formal Process Step Four:** The President will review the matter to ensure the process and documentation was followed and render a decision.
  5. **Student Grievances should be initiated in a timely manner during the semester the grievance occurred, but no later than 10 days after the beginning of the next semester.**
- F. Students who reside outside of the Commonwealth of Pennsylvania and are enrolled in online courses through Butler County Community College should attempt to resolve any academic issues or complaints through the College's standard procedure for filing academic grievances. If the issue is not or cannot be resolved after all internal procedures have been exhausted, the student may file a complaint with the appropriate state agency or the Middle States Commission on Higher Education (the College's primary accrediting agency). This is in compliance with the Federal Department of Education's State Authorization Regulations.

Contact information for State Agencies:

<http://bc3.edu/onlinelearning/StateAuthorization/StateAgencyContacts.pdf>

Middle States Commission on Higher Education: <http://www.msche.org>

**BUTLER COUNTY COMMUNITY COLLEGE FINAL COURSE GRADE APPEAL FORM**

Date: \_\_\_\_\_

Name of Complainant: \_\_\_\_\_  
Last name First name Initial

Student ID# \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip code: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

This grade appeal is filed in regards to: Course # \_\_\_\_\_ Section: \_\_\_\_\_ Instructor: \_\_\_\_\_

Grade received: \_\_\_\_\_ Grade student believes they earned: \_\_\_\_\_

Describe in detail the reason for the appeal. Attach copies of course outline, all documented grades and any other evidence/factors that may have influenced the grade. Attach additional pages if necessary.

\_\_\_\_\_  
Signature of Complainant

**BUTLER COUNTY COMMUNITY COLLEGE STUDENT GRIEVANCE FORM**

The purpose of the Student Grievance Appeal is to provide students with a procedure to file a grievance. For example, complaints about instructors, staff, courses or requirements.

If you have any questions in regard to how to complete this form or acquire assistance, please contact the Vice President for Academic Affairs office at 724-287-8711, Ext. 8262

Date: \_\_\_\_\_

Name of Complainant: \_\_\_\_\_  
Last name First name Initial

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip code: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Describe reason for the grievance:

Describe in further detail the nature of the grievance, including dates, times, names of individuals and any additional information that you feel is relevant to the grievance:

Describe any corrective action you would like to see taken in regards to the grievance:

\_\_\_\_\_  
Signature of Complainant