

TALLAHASSEE COMMUNITY COLLEGE ADMINISTRATIVE PROCEDURES

TITLE: Academic Dishonesty	NUMBER: 10-11AP
AUTHORITY: Florida Statute: 1001.64, 1001.65	SEE ALSO: <ul style="list-style-type: none"> • Board Policy 10-11: Academic Dishonesty • Board Policy 10-12 and Administrative Procedure 10-12AP: Student Code of Conduct • Student Behavior Incident Report
UPDATED: 02/21/14	

Tallahassee Community College (hereafter TCC or the College) is committed to promoting equal opportunities in student access to the educational environment. Any act that undermines that commitment to education is critical and will lead to disciplinary action as outlined in the college's student code of conduct.

An instructor may take disciplinary action against any student allegedly involved in academic misconduct. The faculty member shall notify the student in writing and present the reason for the charge. The student has the option to respond to the faculty member in conference within five work days of notice.

If the instructor determines that an act of academic dishonesty has occurred, the instructor may:

1. issue a verbal or written warning;
2. require the student to resubmit the work/assignment;
3. require the student re-take a quiz or examination;
4. assess a lower grade on the assignment or examination;
5. issue a grade of zero (0) on the assignment, lab work, internship or examination; and/or
6. issue a failing grade for the course, lab or internship.

All cases of academic dishonesty shall be reported to the Student Conduct and Community Standards Office using the appropriate forms established through the Student Conduct and Community Standards. The Student Conduct and Community Standards Office, if it is

determined appropriate, shall take the necessary disciplinary action against any student involved in alleged violation of academic honesty in accordance with [Board Policy 10-12](#).

For first offenses, the Student Judicial Advisor shall record and maintain these reports in a confidential file. The Student Judicial Advisor or designee shall also send a letter to the student, which confirms this action and outlines the consequences of a second or subsequent offense.

In addition to a letter of warning from the Student Conduct and Community Standards Office, students are also required to successfully complete an academic integrity module online through the office of distance learning. Upon receiving a satisfactory completion of the module, distance learning will notify the Student Conduct and Community Standards Office.

For second or other subsequent offenses, the Student Judicial Advisor shall take formal disciplinary action against the student in accordance with the Student Code of Conduct and the procedures established by the college for adjudicating disciplinary cases.

For a third offense the academic misconduct will be reported to the Student Conduct and Community Standards Office. Formal disciplinary action will be taken by the office in accordance with the Student Code of Conduct procedures outlined by the College for adjudicating disciplinary cases.