300.50 ACADEMIC MISCONDUCT PROCEDURES

300.51 INSTRUCTOR IMPOSED ACADEMIC SANCTIONS
If an instructor has reason to believe that a student has engaged in academic misconduct, the following procedures apply:

300.51a Informal Meeting
The instructor should personally and privately advise the student that there is reason to believe that the student has committed an act that constitutes academic misconduct. The student should be allowed a reasonable opportunity to respond or explain. If, after hearing the student’s response (if any is provided), the instructor continues to believe the student engaged in academic misconduct, he or she will inform the student in writing of his or her determination and of any intended sanction(s). An instructor is limited to imposing sanctions A through E of Section 300.45. The instructor will prepare the Academic Misconduct Notification form and submit copies to the student, the Division Director, the Chief Student Affairs and Human Resources Officer, and the Chief Academic Officer. The Academic Misconduct Notification form shall be kept by the Chief Student Affairs and Human Resources Office Officer for five years from the date of receipt of the Notification Form.

300.51 ADDITIONAL SANCTIONS UNDER STUDENT CONDUCT CODE

300.52a Referral by Instructor
In addition to the imposition of the academic sanctions, an instructor may request in writing the Chief Student Affairs and Human Resources Officer sanction the student for violation of the Student Conduct Code pursuant to Section 300.70. If the student is found in violation of the Student Conduct Code, sanctions F-I of Section 300.45 may be imposed in addition to the academic sanctions.

300.52b Recurrence of Academic Misconduct
A student who has been sanctioned by instructors more than once at Great Falls College will be charged with a violation of the Student Conduct Code (Section 300.70) and will be subject to additional disciplinary sanctions through the Chief Student Affairs and Human Resources Officer.

300.52 APPEAL OF INSTRUCTOR-IMPOSED ACADEMIC SANCTIONS

300.53a Right to Appeal
A student who receives an Academic Misconduct Notification under Section 300.50 may appeal the instructor’s determination that academic misconduct occurred using the procedure outlined below. This appeal must be based on one of the following:

- The consequences imposed are unnecessarily harsh; and/or
- The Academic Misconduct charge is incorrect.

300.53b Instructor-Imposed Academic Misconduct Sanction Appeal Procedure

A. Division Director Review

The student may present a formal appeal in writing to the instructor's Division Director no later than ten
(10) business calendar days after the student’s receipt of the Academic Misconduct Notification. The student must provide evidence the instructor’s determination of academic misconduct was incorrect or the consequences imposed were too harsh, and state the precise relief sought by the student. The student may attach copies of any relevant documents. The student shall send a copy of the appeal to the instructor and the Chief Student Affairs and Human Resources Officer.

The instructor shall have ten (10) business calendar days to respond in writing to the Division Director after receipt of the appeal. The instructor shall present his/her evidence the charged student committed academic misconduct. The Division Director shall send a copy of the instructor’s response to the student and the Chief Student Affairs and Human Resources Officer.

The Division Director will receive and review all evidence, interview each party, if possible, and other relevant individuals, and render a written decision with recommendations as to resolution within ten (10) business calendar days of receipt of the instructor’s response. The Division Director shall send a copy of his/her decision to the student, the instructor, and the Chief Student Affairs and Human Resources Officer. If the appeal is not concluded within this time, the student may carry it forward to the Associate Dean of Academic Affairs Academic Appeals Committee for resolution. Timeframes may be altered to fit the situation, but must be agreed upon ahead of time.

B. Associate Dean of Academic Affairs' Review

Either party may appeal the Division Director’s decision in writing to the Associate Dean of Academic Affairs Academic Appeals Committee, with copies to the instructor, student, and the Division Director Executive Assistant to the CEO/Dean. Such appeal must be filed within five (5) business calendar days of receipt of the Division Director’s determination. The Executive Assistant to the CEO/Dean will assemble the Review Committee. The committee will be comprised of a division director from a different division, two faculty members, a Student Affairs staff member, and a general campus staff member. The Associate Dean of Academic Affairs Academic Appeals Committee will meet and submit a written decision to the student, instructor, the Division Director and the Chief Student Affairs and Human Resources Office within ten (10) business calendar days of receipt of the appeal.

C. CEO/Dean Review

Either party may appeal the Associate Dean of Academic Affairs Academic Appeals Committees decision in writing to the CEO/Dean of the College, with copies to the instructor, student, Division Director, Associate Dean of Academic Affairs, and the Assistant Dean of Student Services Chief Student Affairs and Human Resources Officer. Such appeal must be filed within five (5) business calendar days of receipt of the Associate Dean’s Academic Review Committee’s determination. The CEO/Dean will submit a written decision to the student, instructor, Division Director, Associate Dean of Academic Affairs Academic Appeals Committee, and the Chief Student Affairs and Human Resources Officer within ten (10) business calendar days of receipt of the appeal. The decision of the CEO/Dean is the final decision of the College in the matter.
SUBJECT: Student Affairs
Policy 300 Student Conduct and Grievance

300.53c Grade Pending Resolution
If the student’s appeal of the instructor’s academic misconduct determination has not been resolved before the instructor submits final grades in the course, an incomplete grade (“I”) will be assigned until the matter is concluded. A grade assigned before the instructor’s knowledge of academic misconduct may be changed after it was assigned if the grade was obtained through academic misconduct or by fraud.

300.53d Appeal of Additional Sanctions/Multiple Violations
Sanctions imposed by the Chief Student Affairs and Human Resources Officer pursuant to Section 300.45 may be appealed in accordance with the provisions of the Student Conduct Code Section 300.70.

300.60 STUDENT ACADEMIC GRIEVANCE PROCEDURES

300.61 INTRODUCTION

Students who disagree with an academic decision made by an instructor or administrator, including the assignment of grades or decisions about program or degree requirements or eligibility, should first attempt to resolve the situation informally with a meeting with the instructor or administrator. If an attempt at informal resolution fails, the student may file a grievance under these procedures.

300.62 ACADEMIC DECISIONS REVIEWED

These procedures are available only to review allegedly unfair academic decisions and not mere differences of opinion regarding the professional judgment of the instructor in evaluating a student’s work or making an academic decision. The academic decision, including the assignment of a grade, will be considered unfair if the decision is made:

A. on some basis other than performance in the course and/or compliance with course assignments and requirements;
B. by more exacting or demanding standards than were applied to other students in the same section;
C. by a substantial departure from the instructor’s, division’s, or College’s announced standards as articulated in the course syllabus, catalog descriptions and/or other written materials.

300.63 STUDENT ACADEMIC GRIEVANCES

A student who wishes to grieve an academic decision must proceed as follows:

300.63a Informal Meeting
The student should attempt to informally resolve the matter directly with the instructor or administrator through a personal conference as soon as possible after the academic decision is known.
SUBJECT: Student Affairs
Policy 300 Student Conduct and Grievance

300.63b Division Director Review
If the student and instructor cannot reach a mutually satisfactory resolution to the problem informally, the student may file a formal grievance. The grievance must be presented in writing to the instructor's Division Director no later than the fifteenth (15th) day of college instruction of the following term. The student must describe the grievance, the date(s) of occurrence, why the student believes the decision was unfair, the student's attempts to resolve the grievance informally and the precise relief sought by the student. The student may attach copies of any relevant documents.

The student shall send a copy of the grievance to the instructor. The instructor shall have ten (10) business calendar days to respond in writing to the student and Division Director after receipt of the grievance.

Once a student files a grievance, he/she will be assigned an incomplete grade ("I") until the matter is concluded. Upon receipt of the grievance, the instructor will submit an incomplete form to the Registrar's Office until the matter is concluded. A grade assigned before the filing of the grievance may be changed by the Associate Dean of Academic Affairs, Executive Director of Instruction, if, after the grievance procedures have been completed, the grade is found to be unfair or otherwise improper.

The Division Director will receive and review all evidence, interview each party, if possible, and render a written decision to the student and the instructor with recommendations as to resolution within ten (10) business calendar days of receipt of the instructor's response. If the grievance is not concluded within this time, the student may carry it forward to the Associate Dean of Academic Affairs Academic Appeals Committee for resolution. Timeframes may be altered to fit the situation, but must be agreed upon ahead of time.

300.63c Associate Dean of Academic Affairs' Review Academic Appeals Committee
Either party may appeal the Division Director's decision in writing to the Associate Dean of Academic Affairs Academic Appeals Committee, with copies to the instructor, student, and the Division Director Executive Assistant to the CEO/Dean. Such appeal must be filed within five (5) business calendar days of receipt of the Division Director’s determination. The Executive Assistant to the CEO/Dean will assemble the Review Committee. The committee will be comprised of a division director from a different division, two faculty members, a Student Affairs staff member, and a general campus staff member. The Associate Dean of Academic Affairs Academic Appeals Committee will meet and submit a written decision to the student, instructor, the Division Director and the Chief Student Affairs and Human Resources Officer within ten (10) business calendar days of receipt of the appeal.

300.63d CEO/Dean Review
Either party may appeal the Associate Dean of Academic Affairs' Academic Appeals Committees decision in writing to the CEO/Dean of the College, with copies to the instructor, student, Division Director, Associate Dean of Academic Affairs, and the Assistant Dean of Student Services Chief Student Affairs and Human Resources Officer. Such appeal must be filed within five (5) business calendar days of receipt of the Associate Dean's Academic Review Committee’s determination. The CEO/Dean will submit a written decision to the student, instructor, Division Director, Associate Dean of Academic Affairs Academic Appeals Committee, and the Chief Student Affairs and Human Resources Officer within ten (10) business calendar days of receipt of the appeal. The decision of the CEO/Dean is the final decision of the College in academic grievances.

300.70 CONDUCT EXPECTATIONS
Great Falls College MSU expects all students to conduct themselves as honest, responsible and civil, professional, and law – abiding members of the academic community and to respect the rights of other students, members of the faculty, staff, clinical affiliates, community partners and the public to use, enjoy, and participate in the College’s programs and facilities whether online, on campus, or while representing the school off campus. Student conduct that disrupts, invades, or violates the personal and property rights of others is prohibited and may be subject to disciplinary action.

300.71 STUDENT CONDUCT JUDICIAL AUTHORITY AND JURISDICTION

A. Student Conduct violations which occur on College-owned or College-controlled property or at College sponsored events are subject to College disciplinary jurisdiction. The College may also apply this code to student conduct, regardless of where it occurs, which adversely impacts or affects the overall mission, programs, and functions of