

Student Academic Rights and Regulations & Academic Student Code of Conduct Policy

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Contact: Office of Student Conduct and Community Development

Preamble

Clarion University of Pennsylvania exists for the transmission of knowledge, the pursuit of truth, the development of students, and the general well-being of society. Free inquiry and free expression are indispensable for the attainment of these goals.

As members of the university community, students are encouraged to develop the capacity for critical judgment and to engage in a sustained and independent search for truth. Academic freedom is essential to this community of scholars.

Students and recognized organizations are cautioned that any material posted on the Internet, including social networking sites and Internet blogs is not private or protected information. You may be held accountable for content posted in this manner and information obtained from this source may be considered in cases of misconduct. For complete information on the potential consequences of posting inappropriate content on an internet site, please visit www.clarion.edu/conduct.

Freedom to teach and freedom to learn are inseparable facets of academic freedom. The freedom to learn depends upon appropriate opportunities and conditions in the classroom, on the campus, and in the larger community. Students should exercise their freedom with responsibility. The responsibility to secure and to respect general conditions conducive to the freedom to learn is shared by all members of the university community.

Student Rights In the Classroom Environment

The professor in the classroom and in conference shall encourage free discussion, inquiry, and expression. Student performance shall be evaluated solely on an academic basis, not on opinions or conduct in matters unrelated to academic standards.

Students shall be free to take reasonable exception to the data or views offered in any course of study and to reserve judgment about matters of opinion, but they are responsible for learning the content of any course of study for which they are enrolled.

Information about student views, beliefs, and political associations which professors acquire in the course of their work as instructors, coaches, advisors, and counselors shall be considered confidential. Judgments of ability and character may be provided with the knowledge and consent of the student. Students may protest improper disclosure.

Education Complaint Process

In compliance with 34 CFR 668.43(b) Code of Federal Regulation and U.S. Department of Education (USDOE) rules, an institution offering distance education must “provide its students or prospective students with contact information for filing complaints with its accreditor and with its State approval or licensing entity and any other relevant State official or agency that would appropriately handle a student’s complaint.”

Clarion University of Pennsylvania encourages all current, former, and prospective students, regardless of their residency, to FIRST submit any grievances, complaints, or concerns directly to Clarion University as follows. For complaints or concerns,

1. Related to a particular class, students should follow the procedures and policies outlined in Clarion University’s undergraduate and graduate catalogs and the Rights, Regulations, and Procedures handbook. The student should first discuss the problem with the faculty member who issued the grade. If not resolved to the student’s satisfaction, they should then discuss the matter with the appropriate department chairperson.
2. Unrelated to a particular class, complete the Online Educational Complaint Form.
3. If students feel the issue cannot be resolved by the university, the Pennsylvania State System of Higher Education or its accreditor, the Middle States Commission on Higher Education.

The Online Educational Complaint Form may be examined at https://publicdocs.maxient.com/reportingform.php?ClarionUniv&layout_id=5

Grade Appeal Process

Disagreements between students and faculty members concerning grades, yet not related to alleged violation of the academic honesty policy, should be appealed in the following manner. The student should first discuss the problem with the faculty member who issued the grade. If not resolved to the student’s satisfaction, they should then discuss the matter with the appropriate department chair. Subsequent appeals may be heard in private conference with the

student or in a conference involving both the student and faculty member by the college dean and provost, in that order. The decision of the provost shall be final. Should the department chair be the faculty member who issued the grade in question, the student may proceed immediately to a meeting with the college dean after discussing the grade with the faculty member.

Should the dean be the faculty member who issued the grade in question, the student should proceed to a meeting with the appropriate department chair after discussing the grade with the course instructor; a subsequent appeal may be made to the Provost. Student, faculty member, and department chair must be informed of the decision at each administrative level. All grade appeals must be initiated no later than six months after the final course grade has been issued.

Cases involving an alleged violation of students' academic rights may be heard by the University Conduct Board. A student who has a grievance involving academic rights must file a complaint with the vice president for student affairs to initiate the hearing.

Academic Integrity Policy

All students, including online-only and in-classroom students, shall maintain a high standard of honesty in scholastic work. As members of the university community, students have a responsibility to be familiar with the conduct regulations found in the university catalogs, Residence Hall Handbook, *Student Code of Conduct*, and *Community Standards* as well as other university documents. Among the conduct regulations addressed are acts of academic integrity, including plagiarism or cheating on assignments, examinations, or other academic work; or without prior approval of the instructor, submitting work already done for another course.

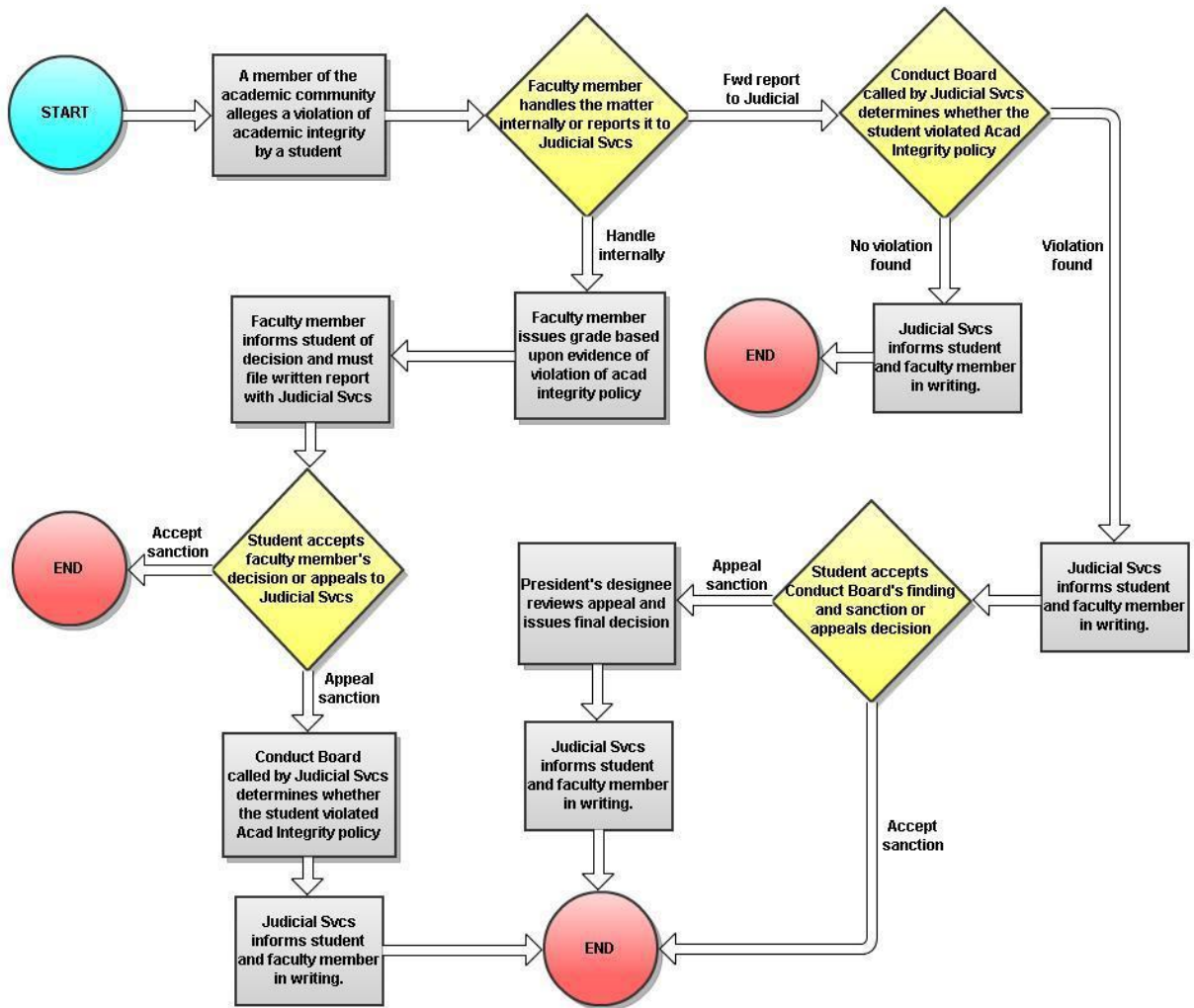
All students, including online-only and in-classroom students, shall avoid all forms of academic dishonesty, including, but not limited to:

1. **Plagiarism**—the use of another's words without attribution or without enclosing the words in quotation marks. Plagiarism may also be defined as the act of taking the ideas or expression of ideas of another person and representing them as one's own even if the original paper has been paraphrased or otherwise modified. A close or extended paraphrase may also be considered plagiarism even if the source is named. Downloading partial or entire text from one or more Internet paper mills and cutting/pasting entire and partial text from one or more Internet Websites constitute plagiarism.
2. **Collusion**—collaborating with another person in the preparation of notes, themes, reports, or other written work offered for credit, unless specifically permitted by the instructor.

3. **Cheating on an examination or quiz**—giving or receiving information or using prepared material on an examination or quiz.
4. **Falsification of data**—manufacturing, falsification of information, including providing false or misleading information, or selective use of data to support a particular conclusion or to avoid conducting actual research.

Complaints of academic dishonesty may be brought against a student by any member of the academic community. Sanctions for academic integrity can range from a failing grade on a particular assignment or examination to dismissal from the university, based on the seriousness of the action and whether it is part of a pattern of academic integrity based violations. Faculty members will submit information indicating that a violation of academic integrity occurred to the Office of Student Conduct & Community Development at the Academic Integrity Referral Link on the Office of Student Conduct & Community Development page (www.clarion.edu/conduct) to create a record of such infractions even if no further action is requested.

Sanctions extending beyond a particular course, such as suspension or dismissal from an academic program or from the university can only be imposed as a result of complaints filed under the *Student Code of Conduct* and/or *Community Standards* and addressed through a formal hearing before a University Conduct Board. Reports may be sent electronically using the Academic Integrity Report Form which is found on the Student Conduct & Community Development webpage at www.clarion.edu/conduct.



CLARION UNIVERSITY - ACADEMIC INTEGRITY APPEAL POLICY



Online Proctoring

As noted, all students, including those taking online coursework will be held accountable for academic integrity based violations under the *Student Code of Conduct* and the *Community Standards*. Academic integrity based violations may include but are not limited to plagiarism, collusion, cheating, or falsification of data as defined by the *Academic Student Code of Conduct*, *Student Code of Conduct* and/or the *Community Standards*. All students, including those in the online environment, are held accountable for academic integrity based violations.

Clarion University employs online proctoring software both for essay and other written assignments as well as for general examinations. Online proctors detect cheating, collusion, plagiarism, falsification of data and/or other violations of academic integrity. All students taking online coursework should be aware that online proctoring is utilized to assist in assuring fair and accurate grading.

All online learners are required to agree to terms acknowledging they understand online proctoring is in use. Agreement simply acknowledges a students' understanding that they may be held accountable for an academic integrity based violation should online proctoring identify a concern with an assignment, quiz, exam, or other coursework submitted by a student.

Student Publications

The student press shall be free of censorship and advance approval of copy, and its editors and managers shall be free to develop their own editorial policies and news coverage within guidelines established by the agency responsible for the appointment.

Editors and managers shall be protected from arbitrary suspension and removal because of student, faculty, administrative, or public disapproval of editorial policy or content. Only for proper and stated causes shall editors and managers be subject to removal and then by orderly and prescribed procedures. The agency responsible for their removal before the appointment of editors and managers shall be the agency participating in the University Conduct Board.

All university published and financed student publications shall explicitly state on the editorial page that the opinions there expressed are not necessarily those of the university or the student body.

Student Records

It has been a long-standing policy of Clarion University to publish a statement on the *Student Code of Conduct* and *Community Standards*. Included in this statement is a policy on student records. This policy is included in the Student Rights and Regulations handbook, which is available to all students from the Office of Student Conduct & Community Development, 260 Gemmell Student Center.

The privacy rights of parents and students with respect to educational records are enunciated in the General Education Provisions Act. Copies of this act are available for inspection at the Office of the Vice President for Student Affairs, 210 Becht Hall, and the Office of the Provost and Academic Vice President, 115 Carrier Hall.

Students' education records, except that information which is otherwise public, are confidential in nature. Release of these records shall occur only upon written consent of the student or upon subpoena. Exceptions to this requirement are:

1. the release of records to administrators and faculty of the university when such information is necessary to conduct their university duties; and
2. the release of records for research when the identity of the student can be protected and when the researcher can assure acceptable standards of confidentiality. If such assurance is questionable, the university shall obtain the consent of the student prior to the release of information.

Maintenance of Records

1. No record of information shall be made or retained unless there is demonstrable need for it which has a reasonably substantial relevance to the educational and related purposes of the university.
2. The categories, locations, and officials responsible for records maintenance are:
 - a) Academic Records—Registrar, First Floor Becht Hall;
 - b) Student Discipline Records—Office of Student Conduct & Community Development, 260 Gemmell Student Center;
 - c) Credential Records—Director of Career Development, 419 Becht Hall;
 - d) Financial Records—Director of Student Financial Services, First Floor Becht Hall; &
 - e) Student Accounts Records, First Floor Becht Hall.
3. No records of religious or political beliefs shall be made or retained by the university without the student's knowledge or consent.
4. Academic transcripts shall include current and non-current academic suspension and probation, awards, and honors.
5. Student disciplinary records are retained for a minimum period of five years as required by the Pennsylvania State System of Higher Education Board of Governors guidelines.
6. Students shall have the right to inspect their records, the release of which requires the student's consent. The inspection or review of a record requires the student

personally make such a request at the office in which the record is maintained by completing an Inspection-Request Form.

7. Every record containing information about a student's character shall state when the information was acquired and the name and position of the person who gave it.
8. The right to inspect records does not include direct access to medical, psychiatric, or counseling records which are used solely in connection with treatment.
9. Except for publicity releases concerning students' achievement and honors, the university shall release nothing more than "directory information" without the student's consent. The following are considered to be "directory information": the student's name, age, local, and permanent addresses, and telephone numbers, university E-mail address, major field of study, dates of registered attendance, enrollment status, participation in officially recognized activities and sports, any honors and awards received, and the most recent educational agency or institution attended, nature of any degrees granted, and the date they were conferred. A student may refuse to permit disclosure of "directory information" by submitting in person to the Office of the Registrar, First Floor Becht Hall, during the first five days of each semester, written statement of such refusal.
10. As the right of privacy belongs to the individual, the student may relinquish this right. When a request for confidential information concerning a student or graduate has been made by a proper agency and the student has formally authorized in written form the release of that information, the university is obligated to respond.
11. The university will provide the opportunity to challenge information contained in any file or record regarding a student which, in the opinion of that student, is not accurate. If, when reviewing a record, a student desires to discuss the content of that record, the student may formally request a hearing with the Office of the Vice President for Student Affairs for that purpose.

Release Procedures

1. Students requesting access must fill out a "Student Request for Access" (Form 001) which may be obtained from the office where the files are located. When a student completes this, the student must return it to the location of the file or record. This form is then kept with the record and completed with the appropriate information, which includes the date the notice is sent to the student and the date the student reviews the information.
2. The office from which information is requested should arrange to have the student review the record on file in the presence of a staff member from that office, and notify

the student of time, date, and location of this review. An effort should be made to reply within seven to ten working days of the request, if possible.

3. The student should be allowed to review information only after presenting a valid student I.D. and only in the presence of a representative of the office. The student should not be permitted to remove records from any office.
4. If a student wishes copies of any original file or record, the student must assume costs of reproduction. Students pay a one-time \$50 academic records fee their first semester of enrollment, which covers the cost of academic transcripts. All other records are 50 cents per page.
5. If a student wishes to question or challenge the content of any file or record, the student may apply to the office of the vice president for student affairs (Form 003). An administrative hearing will be granted by the vice president for student affairs or a designate, with complete procedural due process granted to all parties.
6. If a hearing results in a decision to amend a record or file, notice of such change will be given by the hearing officer. The student will receive a copy of the amended record or file. If the decision is not to make such a change, the student shall be afforded the opportunity to place a statement of comment in the record.
7. No records, files, or information, other than directory information, are to be released to any third party without the written consent of the student (Form 004).
8. Requests for information which are not accompanied by a written consent may be responded to with Form 005, which requires the party requesting the information to obtain written consent.
9. All files, folders, and records must contain a Record of Inspection (Form 006). This form must be signed by any individual using the information for legitimate educational interest, as defined by the law, and must state specific use of the information.
10. Form 007 should accompany any outgoing information on individual students. This indicates that information cannot be released to a third party without the student's consent. Students may go to www.clarion.edu/conduct to print and sign a Release of Conduct Information Form. The form must be submitted to the Office of Student Conduct & Community Development (260 Gemmell Student Center).
11. If a file contains information about more than one student, for example, grade books, the individual student may not have access to it in order to protect the rights of other members of that class. However, individual information must be provided in the appropriate manner.