

The Student Services Division compiles the Student Handbook annually. It is a supplement to the College Catalog and serves several purposes:

- To acquaint students with additional policies and procedures that govern student life at Germanna.
- To identify student clubs and organizations and the policies and procedures associated with planning and participating in student government and student activities.
- To identify services and resources available in the community.

We are committed to the total development of our students. We welcome student suggestions and input. Students are invited to visit both campus locations:

### **Locust Grove Campus**

Counseling Center/Student Activities, Suite 205

### **Fredericksburg Area Campus**

Counseling Center, Suite 201  
Student Activities, Room 121

## **Academic Honesty**

The faculty of Germanna Community College recognizes that academic honesty is an integral factor in developing and sharing knowledge. We support the concept of academic honesty, practice academic honesty in our classes, and require academic honesty from our students. GCC students are expected to maintain complete honesty and integrity in the completion and presentation of all academic assignments and examinations. Students found guilty of cheating, plagiarism, or other dishonorable acts in academic work are subject to College disciplinary action. Academic penalty in the course is determined by the instructor.

**Academic Dishonesty:** Academic dishonesty is cheating and stealing. Academic dishonesty includes, but is not limited to:

- Intentionally using material verbatim from a source without giving credit. Copying verbatim from an Internet source is plagiarism.
- Rewriting material from a source without giving credit.
- Using information from an Internet source without giving credit.
- Submitting the work of another person as your own work.
- Using/copying work from another student's electronic storage device and submitting it for a grade.
- Copying from another person's paper/test/homework.
- Allowing someone else to copy/use your work (paper, homework, quiz, test) and submitting it or a grade.
- Violating VCCS Computer Ethics Guidelines in the pursuit of academic studies.



**Disciplinary Action:** All course outlines will include statements regarding academic honesty. When a student is found to have been academically dishonest, the following disciplinary actions may be taken:

### **First Reported Offense**

- The instructor reports the Academic Honesty violation by documenting the offense in a memorandum to the Dean of Instruction. The instructor must provide a copy of this memorandum to the student. The Dean of Instruction or designee will determine the appropriate sanction. The sanction may include suspension or dismissal from the College for egregious offenses or referral to the Tutoring Services to complete a plagiarism workshop for minor offenses.
- The instructor's memorandum, documentation of disciplinary action, and supporting documentation must be forwarded to the Dean of Student Services for inclusion in the student's official disciplinary file.

### **Second Reported Offense**

- The instructor reports the Academic Honesty violation by documenting the offense in a memorandum to the Dean of Instruction. The instructor must provide a copy of the memorandum to the student.
- The Dean of Instruction will impose a minimum sanction of suspension. Suspension may be from the class where the infraction occurred, for the current semester or for the next upcoming semester. Disciplinary sanction may also include dismissal from the College. The instructor's memorandum, documentation of disciplinary action, and supporting documentation must be forwarded to the Dean of Student Services for inclusion in the student's official disciplinary file.
- The Dean of Student Services must retain the memorandum and documentation of disciplinary action in the student's disciplinary file for five years or until the student graduates, whichever comes first. The Dean of Student Services will then remove and destroy the memorandum.

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## Third Reported Offense

- The instructor reports the Academic Honesty violation by documenting the offense in a memorandum to the Dean of Instruction. The instructor must provide a copy of the memorandum to the student.
- Upon verifying that a third reported offense has been committed, the Dean of Instruction will impose dismissal from the College. The instructor's memorandum, documentation of disciplinary action, and supporting documentation must be forwarded to the Dean of Student Services for inclusion in the student's official disciplinary file.
- The Dean of Student Services must retain the memorandum and documentation of disciplinary action in the third reported offense in the student's permanent disciplinary file.

**Contesting Allegations of Academic Dishonesty:** A student who wishes to contest an allegation of academic dishonesty has access to the Student Academic Grievance Procedure for this purpose. Students suspended or dismissed for academic dishonesty have the right to ask for a hearing from a Review Committee. Students seeking a hearing must contact the Dean of Student Services within 10 working days of notification of disciplinary sanction.



Dan Ache

## Statement of Student Rights and Responsibilities

The Germanna Community College Board approved the following Statement of Student Rights and Responsibilities on May 12, 1978, revised December 2008. Representatives of the students and faculty prior to College Board approval reviewed these policy statements.

Questions or recommendations regarding the policy contained herein should be addressed to the Dean of Student Services.

Nursing students must also adhere to standards of conduct outlined in the Nursing Program Student Handbook.

**Introduction:** This statement is designed to clarify the rights that the student may expect to enjoy as a member of the Germanna student body. In addition, those responsibilities which admission to the College places upon the student must be understood. Awareness of and adherence to this statement should create a safe and comfortable environment that fosters learning.

Students are guaranteed the privilege of exercising certain rights without fear of prejudice to include:

The pursuit of educational goals and learning opportunities within the curricula of the College and within the resources of the College;

Disciplinary sanctions only with due process as provided herein;

Free inquiry, expression, and assembly provided such actions do not interfere with the rights of others or the effective operation of the institution;

Fair and justifiable academic evaluation of student performance.

**Administration of College Policy:** Responsible for the administration of the College is the President who is subject to the Chancellor of the Virginia Community College System and the State Board of Community Colleges.

It is the President's duty to administer the laws of the Commonwealth of Virginia as they are applicable to the College and to fairly implement the policies, rules, and regulations of the State Board for Community Colleges, the Chancellor of the Virginia Community College System, and the Germanna College Board.

Any authority or responsibility or duty granted to or imposed upon the College President may be delegated to another person or persons on the faculty or staff of the College. The President or an appropriate delegate may take whatever legal or institutional action is necessary to activate this authority.

**Standards of Conduct:** Students who associate themselves with Germanna Community College are expected to act as responsible adults and maintain standards appropriate to membership in the College community. It is the students' responsibility to attend class and participate in class activities.