

Appendix B
Key Policies and Procedures Excerpts from FSU Student Handbook 2008-2009

APPENDIX B

- I. Academic Dishonesty**
- II. Disruptive Classroom Behavior**
- III. Academic Grievance**

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V. Division of Academic Affairs

Dishonesty in Academic Affairs

Acts of dishonesty in any work constitute academic misconduct. Such acts include cheating, plagiarism, misrepresentation, fabrication of information, and abetting any of the above. Plagiarism in particular presents pitfalls to be avoided: failure to document any words, ideas, or other contributions that do not originate with the author constitutes plagiarism. Widespread use of the World Wide Web (Internet) requires particular attention to proper documentation practices. Individual course syllabi offer additional clarification about requirements for proper documentation. Actions outlined in the Fayetteville State University Student Handbook under Disciplinary System and Procedures will be followed for incidents of academic misconduct. The handbook may be obtained from the Office of Student Affairs located in the Collins Administration Building.

Non-disclosure or misrepresentation on applications and other university records will make students liable for disciplinary action, including possible expulsion from the university.

Policies and Procedures

VI. Classroom Behavior Procedures

Introduction

The goal of Fayetteville State University and its faculty and students is to foster a dynamic environment of higher learning where all students develop analytical skills, learn to think critically and communicate effectively, promote inquiry, pursue knowledge and prepare for productive careers.

Behavior in the classroom that impedes teaching and learning and creates obstacles to this goal is considered disruptive and therefore subject to sanctions. The purpose of these sanctions is to create and protect an optimum learning experience; they should not be considered punitive, neither by the student nor instructor.

Disagreement expressed in a civil fashion, eccentricity, idiosyncrasy, and unconventional behavior are not disruptive to the classroom experience. These sanctions are intended only to preserve the classroom as a place to pursue knowledge, exchange ideas, and share opinions in an atmosphere of tolerance. Students have the responsibility of complying with behavioral standards. Faculty have a professional responsibility to set reasonable limits on the expression of opinions while treating students with dignity, respect, and understanding while guiding classroom activities.

At the classroom level, clear guidelines for behavior and early intervention are the foundation for an

FSU POLICY ON DISRUPTIVE BEHAVIOR (see FSU website for complete policy) identifies the following behaviors as disruptive: Failure to respect the rights of other students to express their viewpoints by behaviors such as repeatedly interrupting others while they speak, using profanity and/or disrespectful names or labels for others, ridiculing others for their viewpoints, and other similar behaviors;

1. Excessive talking to other students while the faculty member or other students are presenting information or expressing their viewpoints.
 2. Use of cell phones and other electronic devices
 3. Overt inattentiveness (sleeping, reading newspapers)
 4. Eating in class (except as permitted by the faculty member)
 5. Threats or statements that jeopardize the safety of the student and others
 6. Failure to follow reasonable requests of faculty members
 7. Entering class late or leaving class early on regular basis
- Others as specified by the instructor

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The instructor may take the following actions in response to disruptive behavior. Students should recognize that refusing to comply with reasonable requests from the faculty member is another incidence of disruptive behavior.

1. Direct student to cease disruptive behavior.
2. Direct student to change seating locations.
3. Require student to have individual conference with faculty member. At his meeting the faculty member will explain the consequences of continued disruptive behavior.
4. Dismiss class for the remainder of the period. (Must be reported to department chair.)
5. Lower the student's final exam by a maximum of one-letter grade.
6. File a complaint with the Dean of Students for more severe disciplinary action.

Students who believe the faculty member has unfairly applied the policy to them may make an appeal with the faculty member's department chair.

VII. Academic Grievance Process

A student believing that he/she has been academically unfairly treated or disciplined, may enter into an academic grievance process. A memorandum setting forth the process shall be made available to the student upon request or at the time of formal discipline. The student who has an academic grievance should follow the procedures outlined below.

(a) If the dissatisfaction outlined when initiating the grievance with the instructor or department require action, the student should follow the procedure outlined below:

Faculty Member/Department Chair

(1) Step One: The student shall first discuss the grievance with the instructor in an informal conference immediately after its occurrence, but no later than one month into the following semester.

(2) Step Two: If the student is dissatisfied with the results of Step One, then the student may submit the grievance in writing to the chair of the department and/or program director involved and to the coordinator of the program in which the student is enrolled within seven business days of the informal conference accomplished in Step One.

The chair of the department and/or program director in consultation with the instructor and coordinator of the program shall reply in writing within fifteen school days of receipt of the written grievance and shall state in writing and affirm the decision, modify the decision or overturn the decision based on information received subsequent to the conference.

(3) Step Three: If dissatisfied with the results of Step Two, the student may appeal to the dean of the school housing the department within seven days of receipt of the written decision of Step Two and request that the dean appoint a faculty review committee of three members (one chosen by the student, one by the instructor, and one by the dean with the dean's representative chairing the committee) to evaluate the grievance and report to the dean on its merit. The grievance shall be considered at a meeting of the appointed committee, the hearing shall be commenced within five school days following receipt, and the committee shall report to the dean within two business days following the meeting.

The dean's decision shall be communicated in writing to the student within three business days after receipt of the committee's report. The dean's decision shall be final. The results of the grievance will be reported in writing to the faculty member and department chair and/or program director involved. A copy of the decision will become part of the dean's file. The Vice Chancellor for Academic Affairs and the Vice Chancellor for Student Affairs shall be informed of any action with respect thereto. In the cases where the admission status of the student is involved, the Office of Admissions is notified.

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Dean's Office

(b) If the dissatisfaction outlined when initiating the grievance pertains to an action originating in a dean's office, the student should follow the procedure outlined below.

(1) Step One: The student shall first discuss the grievance with the dean in an informal conference immediately, but no later than one month, after its occurrence.

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(2) Step Two: If dissatisfied with the results of Step One, the student may submit the grievance in writing to the Vice Chancellor for Academic Affairs within seven business days of the meeting in Step One and request that the Vice Chancellor for Academic Affairs appoint a faculty review committee of three members (one chosen by the student, one by the dean, and one by the Vice Chancellor for Academic Affairs, with the Vice Chancellor for Academic Affairs representative chairing the committee) to evaluate the grievance and report to the Vice Chancellor for Academic Affairs on its merit. The grievance shall be considered at a meeting of the appointed committee, the grievance hearing shall be commenced within seven business days following receipt of the grievance, and the committee shall report to the Vice Chancellor for Academic Affairs within two business days following the meeting. The Vice Chancellor for Academic Affairs decision shall be communicated in writing to the student within two business days after receipt of the committee's report.

(c) The Vice Chancellor for Academic Affairs decision shall be final. The results of the grievance will be reported to the dean involved. A copy of the decision will become part of the Vice Chancellor for Academic Affairs file. The Vice Chancellor for Student Affairs shall be informed of any action. In the cases where the admission status of the student is involved, the Office of Admissions is notified.