

**VCSU Student Senate
Meeting Agenda
March 9, 2015**

- I. Call to Order
- II. Roll Call (hours)
- III. Approval of Minutes
 - a. Kaitlyn moves to approve without objections
- IV. Approval of Agenda
 - a. Jessica P. amends the agenda adding February 23 minutes
 - b. Kaitlyn seconds
 - c. Passes
- V. Old Business
 - a. February 23 minutes
 - b. Courtney moves to approve the minutes
 - c. Shayna seconds
 - d. Passes
- VI. New Business
 - a. Academic and Scholastic Standing Committee (ASSC)
 - i. Reviewing policy: V530.01 Academic Integrity
 1. Draft form
 2. Attached below
 - ii. Reviewing policy: V530.07 Grade complaint policy
 1. Draft form
 - iii. Questions??
 1. Brianna concern: academic integrity allows four offenses
 2. Tarah agrees – you should learn the lesson by 3
 3. Kaitlyn agrees – little cheating or huge cheating (gray area)
 4. Tyler: year needs to be explained (calendar or academic or two terms in which they are in which they are enrolled in)
 5. Jordan: should the offense be different for having done the offense in the same class rather than the same semester
 6. Natasha: class days/business days – will be changed to class days
 - iv. Comfortable with both policies?
 1. Fourth offense: expulsion should be in there
 2. Does not need to say expulsion
 3. Add expulsion
 - v. Sit on this for a week
 1. Wait until next meeting (March 30th) to read over again – take more time to understand everything
 - vi. Honor code – agree to not cheat
 1. Write a honor code
 2. Ethical code that people could sign -- L2L thing to add in

3. A lot of gray area – more information if we wanted to go forward with this
 4. Make it a private thing for people to do on their own
- b. Chairs for TOY, Student Advocate, & Viking Pilot
 - i. Teacher of the Year Chair:
 1. Jessica P.
 - ii. Student Advocate Chair:
 1. Kaitlyn
 - iii. Viking Pilot Chair:
 1. Kaitlyn
 2. Shayna
- VII. Reports
- a. President
 - i. No report
 - b. Vice President
 - i. Spring Blast:
 1. \$300 dollar budget
 2. Sign up sheet
 3. Tyler needs a poster for the day – Tarah will do it (Kari needs it by Friday)
 - c. Treasurer
 - i. Try to have a meeting on Thursday for DECA
 - d. Secretary
 - i. No report
 - e. NDSA
 - i. Student state board member- April 20th
 - ii. Few hours early (eat with him)
 - iii. NDSA March 27th (Send any questions to Michaela) (leaving at 2:30 – Friday)
 - f. VCAB
 - i. Open skate 3/11/2015
 - g. IRHC
 - i. Any concerns or comments about the meals – survey
 - h. Viking Ambassadors
 - i. Interviews
 - ii. 300 tours since July 1st
 - iii. Visit day March 28th
 - iv. Spring blast- working door for dance
 - v. Next meeting March 30th
 - i. Athletics
 - i. Men’s Basketball
 1. Offseason.
 - ii. Women’s Basketball
 1. Lost in their last game of the season against Jamestown

- 2. Sadiqah Jihad and Georgia Williams were named to the All-Conference Team.
 - iii. Track and Field
 - 1. Getting ready for Outdoor season
 - iv. Softball
 - 1. Fell in their double header to Dickinson State.
 - 2. The scores were 10-6 and 9-6.
 - 3. Leave for Arizona tomorrow
 - v. Baseball
 - 1. Went 3-1 Opening weekend against Midland
 - 2. Leave for Arizona on Wednesday
 - vi. Golf
 - 1. Offseason
 - vii. Volleyball
 - 1. Offseason workouts
 - viii. Football
 - 1. Offseason workouts
 - j. Fine Arts
 - i. Student recital tonight
 - k. Communication and Social Sciences
 - i. No report
 - l. Business and Informational Technologies
 - i. No report
 - m. Education
 - i. No report
 - n. Science and Math
 - i. No report
 - o. Other Reports
 - i. Environmental task force meeting:
 - 1. Planning for earth week
 - 2. Clean ups
 - 3. Table of information
 - a. Give away something for having buttons
 - 4. Buttons, stickers, pencils
 - 5. Student Senate help??
 - 6. Plant a big tree for 125th
 - 7. T-shirt making
 - 8. Eco-foot print
 - 9. Speaker
 - 10. Turn off the lights
 - 11. Any ideas let Kathleen know
- VIII. Announcements
- a. Jessica S. book fair tomorrow – Alumni Room this year
 - b. Alpha Lambda Delta had 26 new members

- c. Speaker – women's rights tomorrow 7pm
- IX. Adjournment
 - a. Madelyn moves to adjourn
 - b. Kaitlyn seconds
 - c. Passes

V530.01 Academic Integrity REVISION 3 Draft March 2015
Revised policy proposed by ASSC March 4, 2015

Academic integrity in students is recognized as a fundamental objective of higher education. Traditionally, it has been a highly regarded ideal in colleges and universities. Academic dishonesty contradicts this fundamental value. Academic dishonesty among students can take many forms including copying from another test, stealing examinations or gaining unauthorized access to them, using crib notes, turning in inauthentic term papers, plagiarizing, sabotaging laboratory experiments, dry-labbing, padding bibliographies, falsifying transcripts and letters of recommendation, and facilitating another person's dishonest action. In order to foster academic integrity and encourage responsibility toward that end, academic dishonesty must be discouraged by the administration, by the faculty, and by the students themselves.

To insure that academic integrity is more than a theoretical principle at Valley City State University, certain processes and sanctions regarding academic dishonesty are set forth. However, simply imposing sanctions upon students falls short of fulfilling institutional responsibilities. The underlying objective is that students will ultimately internalize standards of academic integrity, so that they do not have to be moved toward that integrity by fear of sanction.

INSTITUTIONAL PROCESS

1. All instances of academic dishonesty will be reported to the Vice President for Academic Affairs, using form AA-44.
 1. Faculty should complete this form and submit with documentation.
 2. Prior to submission, faculty must either meet with the student or email the student about the issue and the impending report.
 3. Students who believe that the report is incorrect should request a meeting with the VPAA, following the guidance of item #6, below, for this meeting.
2. The initial (course level) sanction is imposed by the faculty member. Additional sanctions may be imposed at the discretion of the Vice President for Academic Affairs.
3. The office of Academic Affairs will maintain documentation of each instance on file. Second or subsequent offences during a student's entire academic career at VCSU will receive increasingly serious sanctions. See proposed schedule of sanctions appended to this policy.
4. The VPAA will respond to all reports of academic dishonesty within 10 business days of receiving the AA-4 form.
5. For most first offenses, the Vice President for Academic Affairs will email the student to confirm the course sanction.

6. For egregious first offences, for second and subsequent offenses, **and when a student questions the validity of the report (see item #1, above)**, the Vice President for Academic Affairs will meet with the student to discuss the situation and possible sanctions.
 1. The student may request that someone accompany him/her to this meeting. Typically this would be the Director of Student Academic Services.
 2. The Vice President may invite the faculty member or others if the matter requires fuller explanation. If the Vice President invites someone to the meeting, the student will be informed via email when the meeting is scheduled.
 3. **Within five business days following** this meeting, the Vice President will email the student, faculty and other entities involved, and Director of Student Academic Services to document the sanctions imposed.
7. The Vice President for Academic Affairs will have first jurisdiction in allegations regarding violations that occur outside the classroom.

POSSIBLE SANCTIONS

Any one or more of the following actions may be imposed on a student who has violated the ideal of academic integrity.

1. After confronting a student with the evidence, a faculty member may lower a student's grade, grant no credit, assign a grade of F for the particular test or assignment, or assign a grade of F for the course in question.
2. In addition to the course sanction, the Vice President for Academic Affairs may impose academic service activities, course failure, academic conduct warning, academic conduct probation, academic conduct suspension, expulsion, or a combination of these sanctions, depending on the severity of the offense or for repeat offences.
3. Should a violation under this policy include violations of the Student Code of Conduct, further action may be taken according to the operating guidelines of that policy.

STUDENT APPEALS

All appeals of the VPAA's decision must be made within ten school days of student notification of the imposition of sanctions (ie, the date the official email from the VPAA is sent); any attempt to carry the appeal outside of the procedure set forth may negate the entire process for that case.

The procedure to be followed by a student seeking an avenue of appeal for cases in which the student feels sanctions were unjustly imposed or unduly harsh is as follows:

- A. The student may request that the materials or situation in question, in addition to any other pertinent documentation that may not have been available at the time the sanction was imposed, **may undergo a second review**.
 1. To begin this process, the student should contact the Director of Student Academic Services and complete a written statement explaining the situation and requesting a second review.

2. The VPAA will call a meeting of the Academic Scholastic Standing Committee (ASSC) to review the **student's statement** and supporting materials, and provide a written opinion to the VPAA regarding the petition.
 1. **The VPAA will not attend this meeting;**
 2. **The student may attend, either at the request of the ASSC or the student's own request;**
 3. **The ASSC will deliver its written opinion within two business days of the meeting.**
 3. The VPAA and the student (and any invited individuals, including the Director of Student Academic Services) will then meet to review the comments of the ASSC, the student's written statement, and any additional documentation that the student presents for consideration.
 4. **The VPAA will inform the student and all invited parties via official VCSU email of the VPAA's decision regarding the second review within three business days of meeting with the student.**
- B. If the student is not satisfied with the result of this second review, the student may appeal the decision to the University Hearings and Appeals Board. A request for a hearing by that board may be made by the student and all operating guidelines set forth by the UHAB (V530.04) will be followed.

Schedule of Sanctions by VPAA		
	Type of Sanction	Typical Actions for this Sanction
First Offense	Uphold course sanction Note: An egregious first offense may result in an additional sanction, imposed by the VPAA.	Typically 0 on the assignment; could be lowered course grade or F in course. Determined by instructor.
Second Offense	Academic Conduct Warning	<ul style="list-style-type: none"> • Complete some type of academic service, such as tutoring, RAISE modules, write a paper defining academic honesty, etc. • Failure to meet requirements will result in F for the course
Third Offense	Academic Conduct Probation for one year	<ul style="list-style-type: none"> • Failure in the course • Allowed to finish the semester and re-enroll • Another violation while on probation results in immediate suspension, with W in all remaining courses

Fourth Offense (while not on Academic Conduct Probation)	Academic Conduct Suspension for two terms (including Summer as a term)	<ul style="list-style-type: none"> • Failure in the course • Allowed to finish the current semester • Enrollment hold placed on record for two terms (including summer as a term)
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Sponsored by: Faculty Association

Reviewed: Winter, 1996

Revised Number: February 2010

Revised: January 2012

V530.07 GRADE COMPLAINT POLICY – PROPOSED REVISIONS March 3, 2015 by ASSC

Students have protection through orderly procedures against prejudiced or capricious academic evaluation. At the same time they are responsible for maintaining standards of academic performance established for each course in which they are enrolled.

The following is the procedure to be followed by a student seeking an avenue of appeal for cases in which the student feels an evaluation was prejudicial or capricious.

Students are expected to discuss any grade concerns with their instructors prior to initiating this process. This complaint process assumes that attempts for informal resolution have failed.

All complaints must be submitted in full (including documentation) within ten class days of the regular semester following the term in which the grade was reported. Fall and Spring semesters are considered 'regular' semesters, for the purposes of this policy. Any attempt to carry the appeal outside of the procedure set forth may negate the entire appeals process for that case.

1. The student must complete the Grade Complaint form and submit it, along with supporting documentation, to the Office of Student Academic Services. The director of Student Academic Services will date-stamp the complaint and schedule a meeting with the student, instructor, and department chair that occurs within ten class days of receipt of the complaint. Copies of the form will be provided to the instructor and department chair prior to the meeting.

2. The Director of Student Academic Services will accompany the student to the meeting. The Director's role is to ask questions, guide discussion, and otherwise provide support for the student. At the completion of the meeting, the department chair will complete the "Department Review" section of the complaint form. Copies of the form will be provided to the department and the student. The original form is filed in the Vice President for Academic Affairs office. If indicated, the instructor will file

a change of grade form.

3. If the situation is not resolved to the student's satisfaction, no later than ten class days of the department review meeting, the student may sign the appeal portion of the complaint form, and submit it to the VPAA along with the documentation. The student may choose to provide additional documentation.

4. The Vice President for Academic Affairs will meet with the student to discuss the complaint. After reviewing the documentation and consulting with other parties as necessary, the VPAA will make a final decision in the matter within twenty days of receiving the appeal, and record this decision in the "VPAA Review" section of the complaint form. Copies of the updated form will be provided to the department and the student via official VCSU email; the original will be filed in the VPAA office.

5. If the situation is still not resolved to the student's satisfaction, the student may, within ten class days of receiving the email with the VPAA decision, appeal this decision to the University Hearings and Appeals Board (UHAB). The student should sign the appeal portion of the complaint form, and submit the form and documentation to UHAB, along with a request for a hearing following UHAB's operating guidelines as set forth in VCSU Policy 530.04.

Sponsored by: Curriculum Committee

Reviewed: Winter 1996

Reviewed: Winter 2004-2005

Revised Number: February 2010