CATALOG ADDENDUM:
MAY 2024

Below are listed additions and corrections to the 2023-24 Bucks County Community College Catalog since its publication. All corrections listed below have been made in the main online catalog sections to which they apply. They do not appear, however, in the PDF version of the full catalog.

SECTION 2: MAJORS AND CERTIFICATE PROGRAMS

Fine Arts, Associate of Fines Arts (track available in Fine Woodworking) (Curriculum Code 1001): The program has been revised to:

Transfer Major

Decisions on the transferability of courses are made by the four-year colleges and differ from school to school. Students enrolled in this major should contact the Transfer Services Office early in their academic program to determine which courses will transfer to the college of their choice.

Arts & Communication
Hicks Art Center • Phone (215) 968-8425
Curriculum code No. **1001**

Students interested in an Associate of Fine Arts: Fine Arts or Fine Woodworking track at Bucks need to meet with a Visual Arts faculty member for advising.

The Associate of Fine Arts contains both Fine Arts and Fine Woodworking tracks. The major equips the art student with the skills, techniques, and knowledge necessary for further training in a four-year professional or liberal arts institution and develops a strong base in arts, crafts, and design in the student whose formal education ends after two years at the College.

For all Fine Arts majors, regardless of track, a portfolio review is recommended for placement purposes. An art advisor will help select the appropriate sequence of courses.

For the non-art major many electives in art require no pre-requisite or portfolio evaluation.

Graduates of this program are able to

- Apply technical skills associated with visual arts and design;
- Develop a personal approach to creative problem-solving; and
- Present a formal, professional-quality portfolio of work.

Bucks County Community College is an accredited institutional member of the National Association of Schools of Art and Design.

* In preparing and presenting a portfolio in VAFA250, students currently need an array of digital skills, such as, but not limited to, media capture, manipulation, and presentation. Students take at least one required digital course (e.g. VAFW145, VAMM100, VAMM130, or VACV140) and then reinforce/develop their digital skills across the major. Essential digital competencies associated with portfolio preparation and presentation will be assessed within this course.

Check out this **video** about the Fine Woodworking track.

Note: Studio courses can be expensive. Lab Fees may be required .

Explore Career Ideas
Fine Arts
Learn about the job market, average salary, and necessary level of training you can expect to encounter in the workforce after completing this program based on data from the PA Department of Labor.

Degree Course Requirements*

COURSE	CREDITS
COLL101 Orientation to College	1
COMP110 English Composition I [A,H,2,10]	3
COMP111 English Composition II [H,2,4,10]	3

COURSE	CREDITS
VAFA100 Drawing I [1]	3
VAFA101 2-D Design Fundamentals	3
VAFA102 3-D Design Fundamentals	3
VAFA103 Drawing II [H]	3
VAFA104 2-D Design Color [H]	3
VAFA105 3-D Design Materials/Modeling [H]	3
VAFA250 Fine Arts and Design Portfolio Studio [H,5,9]	3
Art History [C,H,1]	6
Digital Elective [E]	3
Math/Science [A,D,6,7]	3/4
Social Science/Diversity [B,3,8]	3
Elective [G]	3
Fine Arts Track	
VAFA202 Figure Drawing [H]	3
Studio Electives [F]	12
Fine Woodworking Track	
VAFW100 Fine Woodworking Fundamentals [1]	3

COURSE	CREDITS
VAFW140 Cabinetmaking [H]	3
VAFW145 Conceptual Furniture [H]	3
OR	
VAMM130 3-D Modeling Concepts [H]	3
Fine Wood Electives (choose from the list)	6
Total Credit Hours	**61/62**
Fine Wood Elective Courses (select at least 6 credits)	
VAFW133 Woodcarving/Furniture	3
VAFW136 Bending and Veneering [H]	3
VAFW137 Chair Construction [H]	3
VAFW138 Table Systems [H]	3
VAFW145 Conceptual Furniture [H]	3
VAFW180 Woodturning	6
VAFW181 Woodturning II [H]	
VAFW280 Cooperative Education/Fine Woodworking [H]	6

COURSE	CREDITS
VAFA107 Intro to Jewelry and Metalsmithing	3
VAFA141 Introduction to Sculpture	3
VAFA147 Introduction to Glassblowing	3
VAFA181 Introduction to Ceramics	3
VAFA246 Sculpture/Foundry [H]	3

Recommended Semester Sequence

The recommended course sequence is designed for full- time students who average l5 credit hours per semester. Students may need more time to complete major requirements based on placement testing. This additional time will entail some adjustments to the sequence recommended.

Fine Arts Track

First Semester

COURSE	CREDITS
COLL101 Orientation to College	1
COMP110 English Composition I [A,H,2,10]	3
VAFA100 Drawing I [1]	3
VAFA101 2-D Design Fundamentals	3
VAFA102 3-D Design Fundamentals	3

COURSE	CREDITS
Art History [C,H,1]	6
Total Credit Hours	**16**

Second Semester

COURSE	CREDITS
COMP111 English Composition II [H,2,4,10]	3
VAFA103 Drawing II [H]	3
VAFA104 2-D Design Color [H]	3
Art History [C,H,1]	6
Studio Electives [F]	3
Total Credit Hours	**15**

Third Semester

COURSE	CREDITS
VAFA105 3-D Design Materials/Modeling [H] OR **VAFA141**: Introduction to Sculpture [H]	3
VAFA202 Figure Drawing [H]	3
Digital Elective [E]	3
Math/Science [A,D,6,7]	¾
Studio Elective [F]	3

COURSE	CREDITS
Total Credit Hours	**15/16**

Fourth Semester

COURSE	CREDITS
VAFA250 Fine Arts and Design Portfolio Studio [H,5,9]	3
Elective [G]	3
Social Science/Diversity [B,3,8]	3
Studio Electives [F]	3
Total Credit Hours	**15**

Fine Woodworking Track

First Semester

COURSE	CREDITS
COLL101 Orientation to College	1
COMP110 English Composition I [A,H,2,10]	3
VAFA100 Drawing I [1]	3
VAFA101 2-D Design Fundamentals	3
VAFW100 Fine Woodworking Fundamentals [1]	3
Art History [C,H,1]	6

COURSE	CREDITS
Total Credit Hours	**16**

COURSE	CREDITS
COMP111 English Composition II [H,2,4,10]	3
VAFA103 Drawing II [H]	3
VAFA104 2-D Design Color [H]	3
Digital Elective [E] *(VAFW145 recommended in wood)*	3
Fine Wood Elective *(choose from list)*	
Total Credit Hours	**15**

COURSE	CREDITS
VAFA102 3-D Design Fundamentals	3
VAFW140 Cabinetmaking [H]	3
Art History [C,H,I] *(VAFW190 recommended for wood)*	3
Fine Wood Electives (choose from the list)	3
Math/Science [A,D,6,7]	¾

COURSE	CREDITS
Total Credit Hours	**15/16**

Fourth Semester

COURSE	CREDITS
VAFA105 3-D Design Materials/Modeling [H] OR **VAFA141** Introduction to Sculpture [H]	3
VAFA250 Fine Arts and Design Portfolio Studio [H,5,9]	3
Elective [G]	3
Fine Wood Electives (choose from the list)	3
Social Science/Diversity [B,3,8]	3
Total Credit Hours	**15**

[A] *Placement testing required.*

[B] *Any of the following may be chosen: COMM111, ECON111, GEOG110, MUSC103, POLI111, PSYC110, SOCI110, SOCI120, WMST110.*

[C] *Any of the following may be chosen: VAFA191, VAFA192, VAFA193, VAFA194, VAFA195, VAFW190, VAGD190.*

[D] *Any of the following may be chosen: SCIE101, SCIE102, SCIE104, CHEM101.*

[E] *Any of the following may be chosen: VAFW145, VAMM100, VAPH110, VAMM130, VACV140.*

[F] *Any 3-credit studio course with the prefix of VAFA, VACV, VAGD, VAPH, VAFW, and/or VAMM may be selected.*

[G] *Any college-level course may be chosen..*

[H] *Course requires prerequisite and/or co-requisite.*

[1] *Satisfies Arts/Humanities.*

[2] *Satisfies Critical Thinking.*

[3] *Satisfies Diversity.*

[4] *Satisfies Information Literacy.*

[5] *Satisfies Oral Communication.*

[6] *Satisfies Quantitative Literacy.*
[7] *Satisfies Scientific Literacy.*
[8] *Satisfies Social Sciences.*
[9] *Satisfies Technological Competence.*
[10] *Satisfies Writing.*

Credits exceeding the required minimum cannot be used to satisfy required credits in other course requirements.

Meeting, Convention and Event Planning, Associate of Arts (Curriculum Code 2171):
The program name and content have been updated to:

Event Planning and Management
Associate of Arts
Occupational Major
This major is primarily designed for job preparedness. Students who are considering transferring to a baccalaureate institution should be aware that decisions on transferability of courses are made by the baccalaureate institutions and differ from school to school. Students should contact the Transfer Services office early in the academic program to determine which courses will transfer to the college of their choice.

Department of Business, Innovation, and Legal Studies
Grupp 401 • Phone (215) 968-8227
Curriculum Code No. 2171
This Associate of Arts degree program prepares graduates to compete for various careers in meeting and event planning.
Graduates seek employment with job titles such as meeting planners, conference planners, catering planners, exposition organizers, travel managers, travel agents, corporate planners, association planners, medical meeting planners, trade show coordinators, independent meeting planners, and sports event planners.
Graduates of this program are able to:
> • apply basic meeting and event planning knowledge in the core functions of their positions;
> • demonstrate effective written and oral communication skills;
> • organize service functions in preparation for a meeting or event;
> • utilize meeting and event sales techniques and marketing plans; and
> • plan business meetings and events;

Degree Course Requirements*

COURSE	CREDITS
CISC100 Digital Literacy [9]	3
OR	
CISC110 Introduction to Information Systems [A,B,9]	3
COLL101 Orientation to College	1
COMM110 Effective Speaking [A,B,4,5]	3
COMP110 English Composition I [A,B,2,10]	3
CULN205 Beverage Management	1
HLTH120 Nutrition [2,4,7]	3
HOSP100 Introduction to Hospitality Management	3
HOSP110 Hospitality Financial Management [B]	3
HOSP111 Conference and Business Meeting Planning	3
HOSP200 Hotel & Lodging Operations Management [B]	3
HOSP210 Hospitality Internship [B,C]	3
HOSP215 Advanced Hospitality Management [B]	3

COURSE	CREDITS
MGMT100 Introduction to Business [2,3,4,8]	3
MGMT120 Business Mathematics [A,B,6]	3
MGMT130 Business Law	3
MGMT135 Business Communication [A,B,2,4,10]	3
MKTG215 Principles of Marketing [B]	3
MKTG110 Selling	3
MKTG112 Customer Experience	3
MKTG220 Digital Marketing	3
MKTG230 Social Media Marketing	3
Arts/Humanities [D,1]	3
Total Credit Hours	62

Recommended Semester Sequence

The recommended course sequence is designed for full time students who average 15 credit hours per semester. Students may need more time to complete major requirements based on placement testing. This additional time will entail some adjustments to the sequence recommended.

First Semester

COURSE	CREDITS
CISC100 Digital Literacy [9]	3
OR	
CISC110 Introduction to Information Systems [A,B,9]	3
COLL101 Orientation to College	1
HOSP100 Introduction to Hospitality Management	3
MGMT135 Business Communication [A,B,2,4,10]	3
MGMT100 Introduction to Business [2,3,4,8]	3
Total Credit Hours	13

Second Semester

COURSE	CREDITS
COMP110 English Composition I [A,B,2,10]	3
HOSP110 Hospitality Financial Management [B]	3
MKTG230 Social Media Marketing	3
HOSP200 Hotel & Lodging Operation Management [B]	3

COURSE	CREDITS
MGMT120 Business Mathematics [A,B,6]	3
Total Credit Hours	15

Summer Session

COURSE	CREDITS
HOSP210 Hospitality Internship [B,C]	3
Total Credit Hours	3

Third Semester

COURSE	CREDITS
CULN205 Beverage Management [B]	1
MGMT130 Business Law	3
COMM110 Effective Speaking [A,B,4,5]	3
HOSP111 Conference and Business Meeting Planning	3
MKTG230 Social Media Marketing	3
Arts/Humanities [D,1,]	3
Total Credit Hours	16

COURSE	CREDITS
MKTG112 Customer Experience	3
MKTG110 Selling	3
MKTG220 Digital Marketing	3
HLTH120 Nutrition [2,4,7]	3
HOSP215 Advanced Hospitality Management [B]	3
Total Credit Hours	15

[A] Placement testing required.
[B] Course requires prerequisite.
[C] Approval from program faculty advisor required.
[D] Take any foreign language

[1] Satisfies Arts/Humanities
[2] Satisfies Critical Thinking
[3] Satisfies Diversity
[4] Satisfies Information Literacy
[5] Satisfies Oral Communication
[6] Satisfies Quantitative Literacy
[7] Satisfies Scientific Literacy
[8] Satisfies Social Sciences
[9] Satisfies Technological Competence
[10] Satisfies Writing

Medical Laboratory Technician, Associate of Applied Science (Curriculum Code 2203): The program introduction has been revised to include: "Medical Laboratory Technicians are employed in both hospital and clinical laboratories, performing and reporting vital laboratory tests to enable doctors to diagnose disease."

Business, Associate of Applied Science (Curriculum Code 2204): The program superscript C has been updated to:

Any course with a prefix of ACCT, HOSP, MGMT, REAL, ECON, TECH, or VAMM100 or VAMM110 may be chosen.

Social Media and Digital Marketing, Certificate Program (Curriculum Code 3099): The program name has been updated to "Social Media Marketing."

Business Analytics, Certificate Program (Curriculum Code 3202): The course requirements have revised to:

Certificate Requirements

COURSE	CREDITS
COLL101 Orientation to College	1
CISC110 Introduction to Information Systems ^{A,B}	3
CISC127 Quantitative Data Analysis ^{A,B}	3
MATH115 Elementary Statistics ^{A,B}	3
MGMT100 Introduction to Business	3
MGMT122 Introduction to Business Analytics ^A	3
MGMT135 Business Communication ^{A,B}	3
Total Credit Hours	19

A *Course requires prerequisites and/or co-requisites*
B *Placement testing required*

SECTION 3: COURSE DESCRIPTIONS

Computer Science I (CISC115): The Master Course Outline, VII. Required Course Content and Direction, A. Course Learning Goals 2 has been updated to: "2. describe number systems, (binary, octal and hexadecimal), as well as of internal data representation and their significance in a computer system;"

Managing and Maintaining the PC (CISC201): The Master Course Outline, VII. Required Course Content and Direction, A. Course Learning Goals 2 and 3 have been updated to: "2. diagnose and troubleshoot common hardware problems and system malfunctions; 3. evaluate the potential hazards to personnel and equipment when working with lasers, high voltage equipment, ESD, and items that require special disposal procedures that comply with environmental guidelines; and"

Object Oriented C++ (CISC211): The Master Course Outline, VII. Required Course Content and Direction, A. Course Learning Goals 1 has been updated to: "apply the concepts of Object Oriented Programming (OOP);"

Essentials of Networking (CISC143): The Master Course Outline, VII. Required Course Content and Direction, A. Course Learning Goals 5 and 6 have been updated to: "5. "apply the scientific method of analysis and apply it in a variety of situations to solve networking problems, including data transmissions errors, hardware faults, malware, and configuration errors [Scientific Literacy]; and 6. plan and implement a basic SOHO (small office/home office)."

Introduction to Microsoft Desktop (CISC144): The Master Course Outline, VII. Required Course Content and Direction, 1. Course Learning Goals, item 2 has been updated to: "2. configure the various types of file systems;"

Linux Network Administration (CISC202): The Master Course Outline, VII. Required Course Content and Direction, A. Course Learning Goals item 3 has been updated to: "3. Analyze how TCP/IP (Transmission Control Protocol/Internet Protocol) is used on a Local Area Network (LAN);"

Introduction to Cybersecurity (CISC206): The Master Course Outline, VII. Required Course Content and Direction, 1. Course Learning Goals, item 3 has been updated to: "3. summarize the effectiveness of various cryptographic techniques and their impact on security."

Orientation to College (COLL101): The Master Course Outline, V. Other Pertinent Information has been corrected to read: "Exception: students entering Bucks with 24 credits or a post-secondary degree or certificate from a comparably accredited institution in the United States."

College Reading and Study Strategies (READ110): The Master Course Outline has been revised in the following sections:

| I. | Course Number and Title: READ110 College Reading Strategies |
| V. | Other Pertinent Information |

- This course is strongly recommended but not required, for students scoring Level 2 on the College Placement test unless they are eligible for one the acceleration programs.
- This course is mandatory for students enrolled in READ 090 or READ 089 who place at Level 2 on the Final Course Assessment.
- It must be taken the semester immediately following READ 090 or READ 089.
- Some sections are paired with content courses.
- Transferability as determined by transfer institution.
- All students are permitted to use reader assistive technology.

VI. Course Description

This course teaches the practical application of learned strategies for enhanced comprehension and metacognition while reading across contents. The course also focuses on student active reading ability of college-level texts, the fluency of reading, higher-level vocabulary usage, and the appreciation of reading as a critical thinking process affecting performance across the curriculum.

VII. Required Course Content

A. Course Learning Goals

Students will:

1. Improve reading skills to facilitate comprehension of college level material across the curriculum.
2. Demonstrate the ability to apply literacy strategies to improve comprehension while interacting with text, lecture material, and modulating one's cognition.
3. Apply higher-level literacy skills to strategically, effectively, and efficiently use resources for academic tasks.

B. Sequence of Topics

1. Practice discrete reading skills and close reading of the text while identifying main ideas, supporting details, organizational patterns, author's purpose and tone, inferences, and implied main idea for use as tools to enhance comprehension of college level material.
2. Employ active reading strategies, including activating prior knowledge, setting a purpose for reading, predicting outcomes and selecting the most appropriate strategies for the material.
3. Apply reading specific techniques, such as various strategic methods to build comprehension, inclusive of utilizing vocabulary in context.

C. Assessment Methods

- Use of reader assistive technology is permitted for all assessment methods.
- Students will be assessed through the following methods:
  1. Quizzes and tests
  2. Satisfactory completion of instructor designated in-class and homework assignments.
  3. Monitored and assessed learning and metacognitive skills during the reading process though annotation of texts and successful responses to comprehension questions.
  4. Midterm assessment
  5. Successful completion of Final Exit Exam, which is 60% of final course grade. Students must pass and reach Reading Level 3.
  6. Reading assignment completion
  7. Meetings with the instructor throughout the semester to review progress toward course learning outcomes

SECTION 4: COLLEGE INFORMATION

Academic Integrity Policy (Student Records, Rights, and Responsibilities): The current policy has been updated:

I. Academic-Integrity Policy

The expectation at Bucks County Community College is that the principles of truth and honesty will be rigorously followed in all academic endeavors. In support of this aim, Bucks County Community College requires all students to exhibit academic integrity in all their academic work and conduct across all modalities, including but not limited to in-person, remote, and online learning.

A culture of academic integrity is built upon respect for others' work, commitment to doing one's own work, and intolerance for academic dishonesty in all its forms. This premise assumes that all work will be done by the person who purports to do it, without unauthorized aids. In addition, when making use of language and ideas not their own, whether quoting them directly or paraphrasing into their own words, students must attribute the source of the material in some standard form, such as naming the source in the text, offering a citation, or other form of acknowledgment appropriate to the discipline. Students are expected to accurately and truthfully represent such sources when incorporating them into their work.

All course syllabi should contain the College's full Academic Integrity policy and its penalties.

Violations of academic integrity include but are not limited to the following:

II. Definitions

1. **Cheating:** Using or attempting to use unauthorized material, information, electronic devices, or study aids in any test or on any assignment without the instructor's permission. Getting unauthorized assistance on a test, quiz, in-class essay, etc., including use of electronic resources. Helping a student to commit an act of academic dishonesty or assuming another individual's identity.

   a. Examples of cheating include but are not limited to:
   - Using a "cheat sheet" not approved by an instructor for a test or in-class essay
   - Having a friend help with a test or write a paper for a class

- Submitting another student's paper, assignment, lab, etc.
- Using such electronic resources, such as Chegg© or ChatGPT©, to solve a math problem for a test or assignment for a class
- Using translation software to translate a phrase or text into another language and submit for an assignment
- Using other students' code from a course or taking files from students without their permission ● Posing as another student to take a test
- Buying or obtaining essays, tests, labs, or other assignments online or from another student

2. **Plagiarizing**: The unacknowledged adoption or reproduction of ideas, words, data, or statements from other people or sources—for instance, fellow students, published materials, online sources, translator or paraphrase programs, or text-generating software, such as ChatGPT © or other artificial intelligence software.
   a. Examples of plagiarism include but are not limited to:

   • Claiming another person's ideas and/or words as one's own
   • Paraphrasing wording from a source without proper citation
   • Improperly paraphrasing a source so that wording and/or sentence structure too closely resembles the original
   • Taking words, information, or illustrations from a print or online source without using quote marks and/or proper citation
   • Using background information from a source without including the source on the reference page
   • Using text-generating software, such as ChatGPT©, to generate a first draft of the paper and then doing your own revisions.

3. **Fabricating or Falsifying:** The unauthorized alteration or invention of any data, information, or citation in an academic exercise; misrepresentation of oneself or information.

   a. Examples of Fabricating or Falsifying include but are not limited to:

   - Changing correct data or creating illegitimate data on a chart
   - Submitting a fabricated write-up of a field experience

● Altering or changing a grade

For determination of the use of unauthorized technological aids, the "Technology Guidelines for Academic Integrity" document will be followed.

III. Reporting & Monitoring

• The Provost's Office maintains a central record and monitors all policy violations. Individual instructors are responsible for completing the Academic Integrity Reporting Form within fourteen (14) calendar days of discovering an offense. The instructor must complete the Academic Integrity Reporting Form using the appropriate reporting tool, which reports the incident to the Provost's Office for a charge. The incident will be recorded, and a notice from the Provost's Office will be sent to the student.

• The Provost will also notify the student's Academic Dean or Area Head and the Vice Provost, Academic Affairs.

• Instructors should always complete the Academic Integrity Reporting Form as a First Recorded Offense. The Provost's Office will notify instructors of a Second or Third Recorded Offense.

o   Instructors may not file a second or third charge until the fourteen (14) calendar-day appeal window from a previous charge from the same course has closed. Additional Academic Integrity infractions that occur for the same course during the timeframe for the initial charge may be combined and addressed collectively. The determination to collapse charges into one case is fact based.

o   Instructors may withdraw Academic Integrity charges.

• For Academic Integrity infractions that are not related to a student's specific behavior in a course, the process outlined in the Student Code of Conduct will be followed and the infraction will be forwarded to the College's Judicial Affairs Officer for review.

IV. Penalties for Violations

1. First Recorded Offense

A. If the instructor deems the offense to be relatively minor and/or based on student misunderstanding or error, the instructor may hold a meeting with the student. In this meeting, the student will be given an opportunity to explain what occurred. The instructor may require requiring the student to demonstrate increased facility with academic integrity practice and provide replacement coursework penalized to extents not precluding the student's ability to complete the assignment or course successfully. Such interventions should be reported as a Level 1 offense.

B. If the instructor deems the offense to be more willful/less minor (the student submits another student's paper, for instance), the instructor can file a charge with the Provost's Office (Level 2 or 3). In filing this charge, the instructor will determine whether the violation is Level 2 or Level 3. The instructor should provide the student with information about the charge and schedule a meeting to discuss it.

C. The instructor will:

> 1. Level 1 – issue a warning requiring that the offending portions of the work be revised and file the Academic Integrity Reporting Form with an internal warning (not listed on College academic record). The student must acknowledge the warning in writing and meet with the instructor within five (5) business days to discuss the revision. The student must complete the Academic Integrity tutorial and schedule an appointment with a tutor at the Academic Success Center or follow their department-specific process within the timeframe given by the instructor. The instructor does not have to accept the revision if the student does not complete the above steps.

> 2. Level 2 – Issue a warning requiring that the offending portions of the work be revised and file the Academic Integrity Reporting Form selecting a formal offense. The student must acknowledge the warning in writing and meet with the instructor within five (5) business days to discuss the revision. The student must complete the Academic Integrity tutorial and schedule an appointment with a tutor at

the Academic Success Center or follow their department-specific process within the timeframe given by the instructor.

3. Level 3 – Issue an automatic failing grade (F), worth zero points, for the work in question, e.g., quiz, essay, or examination, and file the Academic Integrity Reporting Form selecting a formal offense. The student must acknowledge the charge in writing and meet with the instructor within five (5) business days to discuss the charge. The student must complete the Academic Integrity tutorial and attend an appointment with a tutor at the Academic Success Center or follow their department-specific process within fourteen (14) calendar days.

D. In the event the student has previously recorded charges on file from other courses, the instructor will receive notification from the Office of the Provost for the next steps.

E. After two internal warnings, the student will automatically receive a First Recorded Offense. The instructor must then determine whether the offense is Level 2 or 3, and the student must complete the abovementioned steps.

F. "Clean Slate" Opportunity – Expungement of 1st Formal Charge

Students will have their first recorded formal offense removed from their record if they meet the following criteria and follow the procedures for expungement (removal) of the charge.

A. Criteria:

• First recorded formal offense with no prior academic integrity violations
• Not awaiting other sanctions, such as probation, suspension, or expulsion
• Willing to accept responsibility for the actions and follow procedures

B. Process for Expungement:

1. Attend the Academic Integrity Workshop conducted by the Academic Success Center (or other department-specific process).

2. Create a plan of action to avoid future academic integrity issues and develop academic skills to successfully complete assignments, coursework, field work, etc. as authorized and assigned.

3. Follow through on plan of action without any additional charges. If a second recorded offense is filed, it will result in the reinstatement of the initially absolved charge.

2. Second Recorded Offense

A. The instructor will:

1. File the Academic Integrity Reporting Form as listed above. After the first formal recorded offense or a maximum of three internal warnings, the Provost's Office will notify the instructor to issue a failing grade (F) for the course.

2. The Provost's Office will notify the student of the recorded offense, of course failure, and of the following procedures:

1. The student remains enrolled in the course and is allowed to attend class and have access to the learning management system (i.e. Canvas©). The student must acknowledge the charge in writing and meet with the instructor within five (5) business days to discuss the charge.

2. The instructor will not continue grading the student's assignments and will assign a grade of "F" at the end of the semester.

• If the student is appealing, the instructor will continue grading assignments until the appeal is resolved.

• If a student withdraws from the course and the charge is upheld, the grade will be changed from a "W" to an "F".

3. The student must complete the Academic Integrity tutorial and attend an appointment with a tutor at the Academic Success Center or follow their department-specific process before re-enrolling in the course in the subsequent semester or session.

• If the student does not meet with the instructor and complete the Academic Integrity tutorial or follow their department-specific process, a registration block will be applied to their account, and they will not be permitted to register until after meeting with the Academic Success Coordinator.

3. Third Recorded Offense

A. The instructor will:

1. File the Academic Integrity Reporting Form as noted above. Upon notification by the Office of the Provost that this is a third formal recorded offense, the instructor will issue a failing grade (F) for the course.

2. The student must acknowledge the charge in writing and meet with the instructor within five (5) business days to discuss the charge. The student must complete the Academic Integrity tutorial and attend an appointment with a tutor at the Academic Success Center or follow their department-specific process before re-enrolling in the subsequent semester or session.

B. The Provost will:

1. Issue a one-semester suspension from the college and so notify the student. This suspension will occur in the next semester.

• If the charge occurs in the fall semester, the suspension will be for the duration of the winter session and spring semester.

• If the charge occurs in the winter session, the suspension will be the entirety of the spring semester.

• If the charge occurs in the spring semester, the suspension will be the entirety of the summer sessions.

• If the charge occurs in the summer sessions, the suspension will be for the fall semester.

2. Notify the Offices of Student Affairs, Student Accounts, and the Registrar of the one-semester suspension for the upcoming semester. If the student is already registered for courses in the upcoming semester, the Registrar's Office should drop the student from those courses and issue a full refund.

3. If the student does not meet with the instructor and complete the Academic Integrity tutorial or follow their department-specific process, a registration block will be applied to their account and they will not be permitted to register until after meeting with the Academic Success Coordinator.

V. Appeals

• Appeals to all rulings must meet the grounds for an appeal and be made in writing within fourteen (14) calendar days of the disciplinary action.

• Appeals pertaining to Penalties for Violations of Academic Integrity should be directed to the Provost's Office.

• For an appeal to be considered, it must meet the Grounds for an Appeal criteria.

• The written appeal must specify the date and exact nature of the academic-integrity violation and the penalty issued, including all appropriate documentation.

A. Grounds for an appeal:

1. Information regarding the appeal was not available at the time of the infraction that would have changed the decision.

2. A procedural irregularity occurred.

3. A conflict of interest or bias occurred that adversely affected the outcome.

B. Review Board

1. The Academic Integrity Review Board will consist of at least three College administrative staff and/or faculty members assigned by the Provost's Office. The Review Board will review appeals and may add an ad-hoc subject-matter expert to their panel to assist in making the determination. The Review board will determine whether:

a. The offense happened as reported and the charge is upheld.

b. The offense happened with context and the charge should be reduced to a Level 1.

c. The offense did not happen as reported and the charge is overturned.

2. The Review Board will notify the student of the hearing date, time, and place.

3. The Review Board may ask students for additional information and students are expected to respond and submit in a timely manner.

4. The Review Board will provide a decision within fourteen (14) calendar days of the filed appeal date. College holidays and closures not included within the fourteen (14) calendar-day window.