

Filing Complaints with Accreditor, State Agency, or Other Relevant Official

Initially, a student should pursue any concern about SCC through the formal resolution processes that SCC provides. Administrative Guideline 101 outlines the process for governing discipline, grievances and complaints, appeals and remedies related to academic integrity.

Students wishing to file complaints with SCC's accreditor may contact the Higher Learning Commission by accessing the instructions located [here](#).

The Iowa College Student Aid Commission (ICSAC) accepts questions from the public and complaints from students concerning unresolved issues with schools in the following categories:

- Schools that are physically located in Iowa
- Schools that are registered in Iowa, including schools that are registered in Iowa only to provide programs via distance education
- Any school in the U.S., if the party registering the question or complaint with the Commission is an Iowa resident. The Commission may refer the inquiring party to or request the assistance of the regulatory authority in the state in which the school is located.

ICSAC can be contacted through the following:

Iowa College Student Aid Commission
475 SW Fifth St., Suite D Des
Moines, IA 50309

info@iowacollegeaid.gov

A student or the public may also wish to consider the following additional resources for vetting concerns about a school:

- The state agency that licenses or otherwise approves a school to offer specific occupational program (for example, a board of cosmetology for cosmetology school and barbering schools, or a board of nursing for schools that offer nursing programs).
- If the school is not located in Iowa, the regulatory authority in the State in which the school is located. The State Higher Education Executive Officers (SHEEO) provides a [contact list of state regulators](#).
- For issues relating to federal student aid program eligibility or the school's management of federal student aid funds, the U.S. Department of Education's regional School Participation Team that serves the state in which the school is located. The U.S. Department of Education provides a list of [School Participation Teams](#) and the states that each Team serves.
- If the issue relates to the quality of the school's program or instruction, the school's nationally recognized accrediting agency. The U.S. Department of Education provides a [website](#) that permits the user to search on a school name to obtain the name of national, regional, and/or programmatic accrediting agency or agencies that have approved the school's programs. By clicking on an accrediting agency's name, the user may obtain the web address for the accrediting agency, where more information may be located about the accrediting agency's process for handling student complaints.
- The Consumer Protection Division of the [Iowa Attorney General's Office](#).

Online Students – Out of State Complaint Contacts

Institutions offering distance education must provide enrolled and prospective students with contact information for filing complaints with its accrediting agency and with the appropriate state agency for handling complaints in the student's state. For information concerning filing a complaint with SCC's accrediting agency, please see the paragraph above.

Students enrolled in online classes at SCC who reside out-of-state should follow the formal resolution process noted earlier in this section of Consumer Information. Online students have the same rights and responsibilities as those students enrolled in on-campus courses. Complaint Contacts by Location:

<https://www.nc-sara.org/content/state-portal-entity-contacts>

Copyright Infringement – Policies and Sanctions

It is the policy of Southeastern Community College to create an atmosphere of academic rigor, free from acts of dishonesty. Administrative Guideline 101 outlines the process for governing discipline, grievances and complaints, appeals and remedies related to academic integrity.

Code of Academic Conduct

Academic honesty is a fundamental attribute of higher learning. Evaluation of each student's level of knowledge and understanding is a vital part of the teaching process, and it requires a variety of methods of assessment. Any act that interferes with the process of evaluation by misrepresenting the relationship between the work being evaluated and the student's actual state of knowledge is an act of academic dishonesty. These acts of dishonesty include, but are not limited to:

1. **Fraud:** Acts of dishonesty, which include falsification of documents, fabrication of data and altering solutions to be resubmitted for a grade.
2. **Cheating:** Any deceptive act that involves the submission of academic work purported to be one's own when in fact the work was obtained from someone else. These acts may include copying or attempting to copy from another person's test or assignment, allowing someone else to copy from a test and/or assignment, attempting to use unauthorized aids to complete an assignment, and multiple submission of the same work to be graded as different assignments.
3. **Plagiarism:** Misrepresenting someone else's words, ideas, or data as one's own original work. Students may avoid plagiarism by fully and consistently crediting the person or persons responsible for the original work, including paraphrasing.
4. **Forgery:** Any attempt to misrepresent another person's signature, initials, computer login, or other identifying mark.
5. **Facilitating Dishonesty:** Actions that assist another person in committing a dishonest act.

Discipline Procedure

The primary responsibility for managing the classroom environment rests with the faculty. Faculty are urged to state in their syllabi their policies on plagiarism, fraud, cheating, forgery, and other acts of dishonesty. If an issue arises and the student and faculty member are unable to find resolution, the steps below will be followed:

1. The faculty member in whose class the offense occurs informs his/her division dean.
2. The dean and faculty member agree on the severity of the infraction and prepare a written report signed by both. A master file of student academic misconduct will be kept in the office of the dean.
3. The faculty member may then recommend one of the following discipline choices:
 - a. The student will be given a failing grade for the assignment; or
 - b. The student will be given a failing grade for the course.
4. If the faculty member feels the offense warrants further discipline, the Vice President of Teaching and Learning will be consulted. The result of this action could be either possible dismissal from a program of study, or dismissal from SCC. A record of the action taken will be added to the student's disciplinary file in the Vice President of Student Services' office.

Disciplinary Committee

A Disciplinary Committee will be formed to deal with serious academic dishonesty issues that have failed to be resolved through a meeting of the faculty member, the student and the Vice President of Teaching and Learning. The committee, chaired by the Vice President, will consist of one member from each of the following divisions:

1. Humanities/ Social Sciences
2. Career and Technical Education
3. Health and Natural Sciences
4. Student Services; and
5. A student representative