

whether the grievance is accepted or rejected, or offering an alternative suggestion for resolving the complaint. (Copies must be sent to the appropriate chairperson, dean, and Student Representative Grievance Committee.)

3. If the decision or the proposed resolution is not acceptable to the student, he/she may pursue the matter by presenting the grievance within three (3) weekdays to the chairperson of the faculty member's department. (If the faculty member is the chairperson, the procedure moves to Step 4.) The chairperson then should judge the case and make a decision agreeing with the student or the faculty member or proposing an alternative resolution. The chairperson must make the decision known in writing to the student and instructor within six (6) weekdays of receipt of the grievance. Copies must be sent to the appropriate dean and the Student Representative Grievance Committee.
4. If the decision of the chairperson is unsatisfactory to either the faculty member or the student, the faculty member or the student must ask that the grievance be considered by the Faculty/Student Grievance Committee, which will be set up by the appropriate academic dean. This request must be made to the appropriate academic dean within three (3) weekdays of the receipt of the chairperson's decision. The Grievance Committee will be a standing committee consisting of three (3) students from the Student Representative Grievance Committee (selected by the Representative chairperson); and three (3) faculty members selected by the Faculty Association President from a pool of six (6) faculty members designated by the Faculty Executive Board [the three (3) faculty members not selected shall serve as alternates], and will be chaired by the appropriate dean. The Faculty/Student Grievance Committee shall meet to review the case, providing the student and faculty member involved have had an opportunity to present arguments at separate times. The committee shall reach a decision by a recorded roll call vote. In case of a tie, the dean will cast the deciding vote. The decision of the Committee will be presented in writing by the dean to the student, faculty member and chairperson within ten (10) weekdays of receipt of the grievance.
5. If the decision of the Committee is unsatisfactory to the student or the faculty member, either may request that the grievance be reviewed by the Vice President for Academic Affairs. This request must be made within three (3) weekdays of the receipt of the Committee's decision. The decision of the Vice President for Academic Affairs must be presented to the faculty member, student, dean, chairperson and Faculty/Student Grievance Committee within six (6) weekdays of the appeal. The decision of the Vice President for Academic Affairs is final.
6. If any of the above deadlines are not met by the student, the grievance will be considered invalid and dropped, unless, due to extenuating circumstances, the Vice President for Academic Affairs grants an extension of time. In the event that any of the above deadlines of Steps 1 through 4 are not met by the faculty or the dean, the matter will automatically be referred to the next higher level. If the deadlines of step five (5) are not met by the Vice President for Academic Affairs, the resolution of the grievance will stand as determined by the committee.
7. All days mentioned in the above procedure refer to those days when the University is in regular, official session.
8. Receipt, in all cases, refers to the time (day) at which the appropriate document(s) are officially initialed and/or stamped by the person(s) designated or by his/her official representative.
9. If the student and/or faculty member involved in the grievance is not available due to the former not being enrolled in a current term or the latter not assigned teaching duties in a current term, the Vice President for Academic Affairs will establish appropriate and reasonable extensions of time.

As a University student you will have a great deal of independence and freedom. At the same time, as members of society, as well as the University community, we are all held accountable for our actions.

The policies of the University are set forth below, as well as your student rights and responsibilities. Please take the time to familiarize yourself with this section of the SVSU Student Handbook.

Student Rights and Responsibilities

Article 1

Academic Rights and Responsibilities

Appropriate conditions and opportunities for learning are important measures of the quality of an educational institution. The University assumes a number of essential responsibilities in order to achieve academic excellence and to preserve the ideals of academic freedom for students. As members of the academic community, students similarly accept certain responsibilities.

1.1 Academic Integrity Policy

Statement of Philosophy

The primary purposes of a university are to produce new knowledge and to share knowledge acquired from others. These purposes can be achieved only when intellectual property rights are recognized by everyone within the university. Thus academic integrity is essential; university citizens must take responsibility for their own work and give credit when using the work of others.

Student Honor Code

One effective way for an individual to maintain academic integrity is to accept and follow a code of honorable conduct. The Honor Code authored by the Academic and Leadership Development Committee of the Student Association is one such code:

As a student at Saginaw Valley State University:

I am committed to upholding a high standard of academic integrity in all of my work, inside and outside of the classroom. Out of respect for my peers, professors, institution, and self, I will complete all tasks honestly and to the best of my ability.

I am guided by my conscience as I work toward my educational and professional goals, and I expect my fellow students to practice that same moral judgment.

I take pride in my academic accomplishments and therefore will not give or receive unauthorized assistance on any assignment, project, exam, or other university requirement.

I seek to maintain the honor of a Saginaw Valley State University degree, and I will preserve its value throughout my professional career.

Definitions

Academic integrity is undermined whenever one is dishonest in the pursuit of knowledge. Dishonesty takes many forms, including cheating, plagiarism, and other activities for undermining the educational process:

Cheating occurs whenever one attempts to gain an advantage through violation of rules regarding the relevant behavior. It should be assumed that collaboration is cheating unless explicitly authorized.

Plagiarism involves intentionally or unintentionally presenting another person's expressions—ideas, opinions, illustrations, data, style—as one's own expression.

Undermining the Educational Process occurs whenever one attempts to prevent another's learning or subverts the recognized means by which learning occurs.

Procedures for Dealing with Instances of Academic Dishonesty

The first step to be taken by a faculty member should be a review of the evidence to ensure that there is sufficient reason to warrant a

charge of academic dishonesty. This should be accomplished prior to imposing any academic sanction (e.g., failing a student for an assignment or a course) and/or referring the matter to the Office of Student Conduct Programs for adjudication.

To determine the course of action to be taken, faculty may elect to consult with a department chair, academic dean or the Coordinator of Student Conduct Programs. When the violation involves plagiarism faculty members are encouraged to employ all available resources (e.g., Turnitin.com, Google searches) in developing a set of evidence.

Disciplinary Process for Incidents of Academic Dishonesty

If the faculty member elects to impose an academic sanction (whether or not the faculty member also refers the matter to the Office of Student Conduct Programs), the faculty member is to advise the student of the sanction. If the student elects to appeal the academic sanction, the student is to initiate the Student Grade Grievance Procedure which appears in the Policies and Procedures section of the Student Handbook. If the faculty member elects not to impose an academic sanction but refers the matter to the Office of Student Conduct Programs, the disciplinary process outlined in the Code of Student Conduct will be followed.

Sanctions

The Hearing Panel may impose sanctions upon any student determined to be accountable for violations of the Academic Integrity Policy. Sanctions are cumulative and may be increased based on a past disciplinary record, the severity of the violation, and the impact upon the academic community. There may be circumstances that are cause for exception as determined by the Hearing Panel.

Appeals

Students have the right to appeal outcomes of hearings and/or sanctions imposed. Written appeals must be submitted within three days following the written notification of the decisions reached by the Hearing Panel. Appeals will be reviewed jointly by the Vice President for Academic Affairs and the Vice President for Student Services and Enrollment Management.

Records

All cases concerning academic dishonesty must be recorded in the Office of Student Conduct Programs. Additionally, student grade grievance proceedings that occur due to academic dishonesty must be recorded in the Office of Student Conduct Programs. This means that faculty, academic chairs or deans must notify the Office of Student Conduct Programs when a student's grade is changed for reasons of academic dishonesty.

1.2 Instruction and Academic Evaluation

1.2.1 Institutional Responsibility: The University shall provide a variety of degree programs. Courses and programs should be offered which are relevant not only to the varied interests and abilities of the student body, but also to the changing needs of society. Courses should be offered on a timely basis. Qualified faculty and adequate facilities, equipment, and materials should be provided to support instructional programs. The University also has the responsibility to provide instruction which correlates closely with approved course descriptions as published in the current SVSU catalog, to be provided for each incoming student.

Students have a right to be informed of the aims of each course at the beginning of the semester; instruction will be directed toward fulfillment of those aims. They have a right to be informed of the course requirements, methods and criteria for determination of the course grade at the beginning of the semester. Reasonable notice will be given for fulfillment of said requirements. Classes will meet at regularly scheduled times unless notice is given or emergency circumstances arise. Students should have, upon request, appraisal of their progress in each course and opportunities to review and discuss

their academic work with their instructors. Course grades shall be based entirely upon students' performances in meeting course requirements. A grievance is an alleged violation of this agreement and students have the right to pursue resolution of grievances through the student grievance procedure. Course work neither returned nor offered to be returned by a faculty member to a student shall be retained by the faculty member for at least thirty (30) days from the time the student had knowledge, or reasonably should have knowledge, of the occurrence of a possible cause of a grievance and, if a grievance is filed, shall be retained by the faculty member throughout the time limits of the student grievance procedure.

1.2.2 Student Responsibility: Students, as members of the academic community, also share responsibility for promoting a healthy academic environment. Students should be aware of the programs of study which are available and their particular requirements.

Students should strive to attain their highest possible level of academic achievement. They have an obligation to abide by standards of academic honesty which dictate that all their scholastic work shall be original. Violations of academic honesty are governed by the Code of Student Conduct.

Once enrolled in a course, students are expected to become familiar with instructional objectives, course requirements, and methods employed in determining the course grade. Students should make every effort to attend class, to be prepared, and to participate in the activities of the course. Students shall accept responsibility for completing the requirements of the course. Students should participate in the evaluation of instruction, courses, and academic programs. Students shall be responsible for their course work returned to them by the faculty.

1.3 Academic Freedom for Students

1.3.1 Institutional Responsibility: Students should be encouraged to engage in open discussion, inquiry and expression, to take reasoned exception to the views and interpretations offered, and to reserve judgment about matters of opinion throughout the academic community.

1.3.2 Student Responsibility: Students share with the entire academic community the responsibility for preserving the ideals of academic freedom. Any action which stifles free expression or which disrupts efforts to present a wide variety of opinion is contrary to academic freedom and is, therefore, unacceptable within the University.

1.4 Academic Advising

1.4.1 Institutional Responsibility: The University shall provide accurate, complete and readily available information sought by the students, or should direct students to the proper sources. Faculty and staff are expected to be readily available to students for advising and other conferences during scheduled office hours, or at arranged appointments.

1.4.2 Student Responsibility: Students are responsible for informing themselves of University, College and Departmental requirements as stated in the University catalog. In planning to meet such requirements, students are responsible for consulting with faculty and/or staff for academic advice.

1.5. Academic Records

1.5.1 Institutional Responsibility: Students have a right to protection against improper disclosure of information concerning academic performance and personal characteristics such as values, beliefs, organizational affiliations and health.

1.5.2 Student Responsibility: Students have the responsibility to provide full and accurate information necessary for the maintenance of valid academic records. Students are encouraged to keep copies of their course work.

Article 2

General Rights and Responsibilities

2.1 Student Participation in Institutional Governance

2.1.1 Institutional Responsibility: As constituents of the academic community, students are free, individually and collectively, to express their views on issues of institutional policy, and on matters of general interest to the student body. Through membership on various standing and ad hoc committees with members of the faculty and administration, students may participate in the formulation and application of institutional policy affecting academic and student affairs.

2.1.2 Student Responsibility: Student members of committees should fulfill all responsibilities of that membership, including regular attendance and follow-through on all assignments and commitments.

2.2 Student Publications

2.2.1 Institutional Responsibility: The University shall provide sufficient editorial freedom and financial autonomy for student publications to maintain their integrity of purpose as vehicles for free inquiry and free expression in the academic community. As safeguards for editorial freedom, all forms of student publications shall be free of censorship and advance approval of material, and their editors shall be free to develop their own editorial policies and news coverage.

2.3 Student Records

2.3.1 Institutional Responsibility: The University shall be responsible for keeping accurate and up-to-date student records. Students are entitled to obtain access, with legal limitations, to official non-academic records and transcripts.

2.3.2 Student Responsibility: Students shall provide honest and complete information as requested for any University matter, and comply with all reasonable expectations concerning format and completion of that information. Students are encouraged to keep copies of documents pertaining to non-academic matters.

2.4 Rights of Citizenship

2.4.1 Institutional Responsibility: Students, as members of the academic community, enjoy the same freedom of speech, peaceful assembly, and right of petition that other citizens enjoy. Faculty members and administrative officials will ensure that institutional powers do not inhibit students' exercise of rights of citizenship both on and off campus.

2.4.2 Student Responsibility: Students are subject to the obligations which accrue to them by virtue of their membership in the academic community and as citizens.

2.5 Freedom of Association

2.5.1 Institutional Responsibility: In order to express current interests and to develop new ones, students have the right to organize, and to join associations which promote these interests.

2.6 Information Regarding Policies and Procedures

2.6.1 Institutional Responsibility: The University will make available to students, upon request, written information of policies and procedures which could affect the students' welfare, and full explanation of questions about these policies.

2.6.2 Student Responsibility: Students should acquaint themselves with the policies and procedures pertaining to their circumstances. They should adhere to these policies and procedures.

2.7 Fair and Equitable Treatment

2.7.1 Institutional Responsibility: In contacts with University personnel, students should receive fair, equitable and respectful treatment.

2.7.2 Student Responsibility: Students should afford to all University personnel due respect in the conduct of their business.

2.8 Affirmative Action

2.8.1 Institutional Responsibility: All faculty, administrative and staff personnel share the responsibility for adherence to the following policy:

2.8.1.1 Non-discrimination: Saginaw Valley State University is committed to a policy of equal employment opportunity, equal education opportunity and nondiscrimination in the provision of educational and other services to the public. These opportunities are to be provided regardless of race, religion, color, gender, sexual orientation, national origin, age, physical impairment, disability or Vietnam-era veteran status.

2.8.1.2 Sexual Harassment: Discrimination because of sex includes sexual harassment which means unwelcome advances, request for sexual favors, and other verbal or physical conduct or communication of a sexual nature when:

2.8.1.2.1 Submission to such conduct of communication is made a term or condition, either explicitly or implicitly, to obtain employment, public accommodations or public services, education or housing.

2.8.1.2.2 Submission to or rejection of such conduct or communication by an individual is used as a factor in decisions affecting such individual's employment, public accommodations or public services, education or housing.

2.8.1.2.3 Such conduct or communication has the purpose or effect of substantially interfering with an individual's employment, public accommodations or public services, education or housing, or creating an intimidating, hostile or offensive employment, public accommodations, public services, education or housing environment.

2.8.2 Student Responsibility: Students who feel that they are subjected to discrimination and/or sexual harassment should report the incident(s) to the Special Assistant to the President for Diversity Programs and/or Michigan Civil Rights Commission to receive assistance.

2.8.3 Rights of Due Process: The establishment and maintenance of the proper relationship among members of the University's community are fundamental to the University's function. This relationship requires that faculty, staff and students respect the rights and responsibilities which derive from it. Whenever problems arise among members of the University community, attempts should be made to resolve them through informal and direct discussions. If such discussions fail to resolve a given problem satisfactorily, the appeals procedure shall apply.

2.8.4 Provisions for Amendment: Any amendments to this document must be approved by the Student Representatives, the Faculty Association Executive Board and the Faculty Association General Membership, it being recognized that final approval is also required by the Board of Control.