Faculty Concerns about Student Academic Performance and Conduct

Faculty and staff together provide support to students that helps align everyone’s experience with the mission and values of the College.

In case of emergency, please contact Public Safety immediately at: (925) 631-4282

**Responsible Party**

**Nature of Concern**

- **Student Conduct**
  - Assess the level of threat. When a faculty member is comfortable, first response should be confidential discussion with student about appropriate behavior. Faculty should refer to campus resources as appropriate.
  - If a faculty member deems there is physical or significant psychological threat to others:
    - **Step one**: Remove the faculty member and students from the situation by immediately dismissing the class.
    - **Step two**: Notify campus safety (4282), Emergency 911 or Moraga Police Department (925) 284-5010
  - All perceived violations of student conduct should be reported to the Dean of Students or Vice Provost for Graduate & Professional Studies in a timely manner.

- **Academic Honesty**
  - When a faculty member believes that a student has violated the Academic Honor Code he or she should contact the Office of the Academic Honor Council.
  - Academic honesty must be demonstrated at all times to maintain the integrity of scholarship and the reputation of the college. Academic Honor Code violations include acts of dishonesty in the following areas: Examinations, papers, research, use of academic resources, academic records, community participation, etc.
  - All violations of the Academic Honor Code are administered by the Academic Honor Council (AHC).

- **Academic Performance**
  - If a faculty member deems a student is in need of academic support, the faculty member should refer the student to the following resources as appropriate:
    - The student’s Advisor, Dean of Academic Advising, Registrar, Library and other academic resources.
  - In some cases students who demonstrate performance or other related issues may be referred to: The Dean of Students, College Counseling Center, The Writing Center, The Math Center, The Women’s Resource Center, Mission and Ministry and other related resources.

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**Key Outcomes**

- Resolve concerns at the most appropriate level
- Promote consistent and equitable decisions
- Comply with applicable College policies and legal requirements
- Develop faculty who understand, anticipate & resolve issues
- Ensure experiences characterized by dignity and respect
- Communicate appropriately about outcome of process

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¹The Student Code of Conduct is found in the Undergraduate Student Handbook and the Graduate Student Handbook
²Faculty Academic Policies and Services regarding Academic Honesty appear in the Faculty Handbook and Graduate Student Handbook.