give the appearance of a level of knowledge or skill that has not been obtained. Examples include:

• Attempting to gain an unfair academic advantage for oneself or another by bribery or by any act of offering, giving, receiving, or soliciting anything of value to another for such purpose.

• Changing or altering grades or other official educational records for the purpose of obtaining unauthorized materials.

• Obtaining or providing to another a test or answers to a test that has not been administered.

• Breaking and entering into a building or office for the purpose of obtaining unauthorized materials.

• Getting equal credit on group assignments when equal work was not done.

Procedures for Handling Incidents of Academic Dishonesty

Instructions are responsible to establish and communicate to students their expectations of behavior with respect to academic honesty and the student’s conduct in the course. The instructor will be responsible to investigate any incident of academic dishonesty or misconduct, determine the circumstances, and take appropriate action. Examples include but are not limited to the following:

• Reprimanding the student orally or in writing.

• Requiring work affected by the academic dishonesty to be redone.

• Administering a lower or failing grade on the affected assignment, test, or course.

• Working with the Honor Code Office to remove the student from the course.

• Recommending to the Honor Code Office that the student be put on a student probation or dismissed.

If the incident involves the violation of a public law, e.g., breaking and entering into an office or school, the student’s conduct in the course. The instructor will be responsible to investigate any incident of academic dishonesty or misconduct, determine the circumstances, and take appropriate action. Examples include but are not limited to the following:

• Reprimanding the student orally or in writing.

• Requiring work affected by the academic dishonesty to be redone.

• Administering a lower or failing grade on the affected assignment, test, or course.

• Working with the Honor Code Office to remove the student from the course.

• Recommending to the Honor Code Office that the student be put on student probation or dismissed.

For the purpose of tracking, suspecting or proven violations of the Academic Honesty Policy should be reported to the Honor Code Office, detailing the nature and action taken. If the incident involves the violation of a public law, e.g., breaking and entering into an office or school, the student’s conduct in the course. The instructor will be responsible to investigate any incident of academic dishonesty or misconduct, determine the circumstances, and take appropriate action. Examples include but are not limited to the following:

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• Working with the Honor Code Office to remove the student from the course.

• Recommending to the Honor Code Office that the student be put on student probation or dismissed.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by State University to comply with the requirements of FERPA. To file a complaint, write to:

Family Policy Compliance Office
U.S. Department of Education
600 Independence Avenue, SW
Washington, D.C. 20202-4605

5. The following information is considered directory information and may be made public:

- Student name
- Home and local address
- Telephone numbers
- E-mail addresses
- Date and place of birth
- Dates of attendance (current and past)
- Major field of study
- Degrees and awards received
- Participation in officially recognized activities and sports, including height and weight
- Previous educational institutions attended
- Religious affiliation to local church or congregation
- Current class schedule
- Pictures
- Number of months/semesters enrolled
- Class standing (freshman, sophomore, etc.)
- Total hours earned
- Enrollment status (full-time, part-time, less than half-time)
- Anticipated future enrollments
- Course registrations prior to the beginning of a semester/term
- Expected date of graduation
- Deferred registration eligibility

6. Students have the right to block the release of their public directory information by completing a "Request to Withhold Directory Information" form at the Student Records and Registration Office. For complete confidentiality, this form must be completed within the first ten days of each semester or term. Students may also modify the display of the public directory information.

7. Parents or guardians of students claimed as dependents on the most recently submitted Federal Income Tax form may have grade reports forwarded to them pursuant to the Family Rights and Privacy Act of 1974. Parents of dependent children under the above-described definition must submit a Certificate of Dependence Form in order to receive grade reports. No grade report will be sent to a parent or guardian without proper submission of this form. The Student Records and Registration Office will be responsible for informing all parents (of dependent children) of the option to have grade reports sent to them. The Student Records and Registration Office will record received Certificate of Dependence Forms, and send grade reports as requested.

Married students or students 21 years of age or older are considered as independent by the Student Records and Registration Office.

Unmarried students or those under the age of 21, who are not claimed as dependents by their parent or guardians on the most recent Federal Income Tax form, must submit an Affidavit of Proof to be considered independent status. These forms are available at the Student Records and Registration Office.

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