

Student Conduct, Complaint & Grievances

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If you have a concern and aren't quite sure how to address it, you have come to the right place.

Moorpark College has a "*students first*" mission in all facets of the student experience. Our goal is to provide wrap-around support. This webpage is designed as a guide for issues students experience that may require additional help.

Academic Integrity

Plagiarism- Instructors use a platform called [Turnitin](#) that will match the students written essay to other material found on the internet. The instructor will receive a report with a matching percentage of the students essay that matches other material on the internet. When the instructor deems plagiarism has occurred, they submit a BIT report. The BIT report is sent to the Dean of Student Conduct where the report is processed.

Cheating- Instructors who determine a student has cheated will submit a BIT report with evidence of cheating. The BIT report is sent to the Dean of Student Conduct where the report is processed.

Consequences of plagiarism and cheating

An Academic Integrity, written warning sanction letter is emailed to the student which details their responsibility to complete a tutorial on academic integrity and submit an essay as to why academic integrity is important.

The sanction stays on the student's conduct record for up to 1 year. Campus resources are provided to the student to assist with their future success.

If the student fails to complete the sanction in the allotted time, a hold is placed on their record. If they repeat the offense within 1 year, they must meet with the dean of conduct and may be given a more severe sanction (determined by the Dean).

Continued violations of Academic Integrity will remain on the student's conduct record permanently.

Please note, most colleges, universities, law enforcement careers, fire department careers, and governmental jobs require disclosure of Student Conduct. Having a Student Conduct record may affect your ability to transfer and/or find job placement.

Appealing the allegation of plagiarism or cheating

If a student feels they did not plagiarize their paper or cheated, they can appeal the allegation by initiating the following process:

First, they need to send an email to the dean of student conduct Dean Garcia mgarcia4@vcccd.edu and her Administrative Assistant Christie Rossi christie_rossi1@vcccd.edu, saying they would like to appeal the sanction of violation of Academic Integrity. They simply write, "**I wish to appeal the sanction of the violation of Academic Integrity.**" This email will allow the conduct office to place a hold on the Academic Integrity sanction until the appeal process is completed.

Second, The **student** must email his/her/their professor as well as the department chair and the area dean to **schedule a meeting** to discuss the allegation. **At the meeting**, the student can address the allegation and submit evidence that substantiates their claim of not cheating or committing plagiarism.

In the last step, The area dean will submit a final decision of whether to uphold the claim or to override the claim to the dean of conduct.