

Triangle Bible Institute (TBI) Policy

Policy Number: 100-16

Policy Title: CODE OF STUDENT CONDUCT-ACADEMIC

Responsible Person: Academic Dean

Responsible Office: TBI Administration

Effective Date: January 1, 2016

I. POLICY STATEMENT

Triangle Bible Institute (TBI) is a community of scholars composed of faculty and students both of whom must hold the pursuit of learning and search for truth in the highest regard. Such regard requires adherence to the goal of unquestionable integrity and honesty in the discharge of teaching and learning responsibilities. Such regard allows no place for academic dishonesty. To better assure the realization of this goal any student enrolled for study at TBI may be disciplined for the academic infractions defined herein.

II. RATIONALE

When students choose to accept admission to Triangle Bible Institute, they accept the rights and responsibilities of membership in the TBI's academic and social community. As members of the Institute's community, students are expected to uphold Christian values by maintaining a high standard of conduct. Because TBI establishes high standards, its standards of conduct may exceed federal, state, or local requirements. The primary purpose of the student conduct process should be to foster the personal, educational, and social development of students. The process should also serve as deterrence to misconduct to enhance the safety and security of the Institute community. Students are expected to take responsibility for their conduct. Disciplinary consequences therefore serve both educational and deterrence objectives.

III. ENTITIES AFFECTED BY THIS POLICY

This policy is applicable to all full-time, part-time and temporary, union and non-union staff, faculty and students employed by TBI.

Definitions of Academic Infractions

1. **Academic Cheating**—any intentional act(s) of dishonesty in the fulfillment of academic course or program requirements. This offense shall include (but is not limited to) utilization of the assistance of any additional individual(s), organization, document, or other aid not specifically and expressly authorized by the instructor or department involved. (Note: This infraction assumes that with the exception of authorized group assignment or group take-home assignments, all course or program assignments shall be completed by an individual student only without any consultation or collaboration with any other individual, organization, or aid.)
2. **Plagiarism**—to take and pass off intentionally as one's own the ideas, writings, etc. of another without attribution (without acknowledging the author).

3. **Copy Infringement**—Copy infringement occurs when a copyrighted work is reproduced, distributed, performed, publicly displayed, or made into a derivative work without the permission of the copyright owner.
4. **Standards of Classroom Behavior** - The primary responsibility for managing the classroom environment rests with the faculty. Students who engage in any acts or behaviors which result in disruption of a class, may be directed by the faculty member or security staff to leave the class for the remainder of the class period. If a disruptive student refuses to leave when the faculty member tells him or her to do so, the faculty member should leave the classroom and call for appropriate authorities to include local Police to remove the student. This provision regarding classroom behavior is not to be used to punish students with differing academic interpretations of course content, but to address behavior that is disruptive within the educational environment.
5. **Sanctions for Misconduct** - Sanctions for misconduct will result in the creation of a disciplinary file for individuals or groups.

Sanctions are imposed to:

- (a) Define a student or organization's status at the university following a finding of responsible for a violation;
- (b) Serve as a clear statement about TBI standards and expectations;
- (c) Educate students on the effects of their behavior; and
- (d) Attempt to affect a change in that behavior in the future.

In the case of Academic misconduct that involves advance planning, collaboration, falsification of papers, forms or documents, actual or potential harm to other students, or other aggravating circumstances may result in suspension or expulsion from the university. In addition, a student will be suspended (or expelled) if further academic misconduct is committed while he or she is on academic integrity probation. Where suspension is the minimum sanction to be imposed for a second instance of academic misconduct, a lesser sanction may be imposed at the Executive Director's discretion only upon a showing of extraordinary circumstances by evidence and argument at the initial conduct process. Factors or circumstances affecting sanctions shall be considered on a case by case basis.

Administration of the Code

This Code of Student Conduct applies at all campuses representing Triangle Bible Institute. The authority and responsibility for the administration of this Code of Student Conduct and imposition of any discipline upon any particular student shall vest in the Dean and faculty of TBI in which the student is enrolled but may be delegated by the faculty to the Executive Director of the College in which the student is enrolled or may be enrolled in the future. The Dean shall be assisted in this responsibility by any faculty members and administrative officers in the School Dean shall consider appropriate.

Any student accused of an infraction of this Code shall have a right to a limited hearing, as described herein, of the charges against him or her before a committee of faculty members, at

least three in number, none of whom shall be the accuser or witness to the alleged infraction. The committee may be either a standing of the School, whose responsibilities are considered appropriate by the Dean to conduct a hearing under this code, or a committee appointed by the Dean for the special purpose of conducting only a particular hearing or all such hearings that may arise during an annual period. The hearing committee shall be chaired by a member designated by the Dean and the chairperson shall have the right to vote in cases of a tie vote.

Procedure

1. Any faculty member who has knowledge of an infraction of this Code shall assemble all supporting evidence and identify any additional witnesses to the infraction and make this information known to the Executive Director in which the student is enrolled at least ten (10) business days after the date of the infraction.
2. Upon being notified of an alleged infraction of this Code, the Executive Director shall, as soon as possible, consider the weight of the assembled evidence and, if the Executive Director considers the evidence sufficient to warrant further action then he or she shall notify the alleged offender of the charge(s) against him/her together with a designation of a hearing time and place where the accused may respond to the charge(s). The hearing date shall be no later than ten (10) business days after notification to the accused of the charge(s) against him/her. The Executive Director shall similarly notify the hearing committee members of the time and place of the hearing together with identification of the accuser and accused.
3. The “limited hearing” authorized by this Code is not an adversarial proceeding. Constitutional principles of “due process” are not applicable to these proceeding. The faculty member concerned shall present the case for the school. Both shall be allowed to present witnesses and evidence in support of their positions concerning the charge(s). However, no legal counsel for either side shall be allowed. The members of the hearing committee may question the accused and the accuser and examine all evidence presented. The standard of proof for the proceeding under this Code shall be the standard of “substantial evidence.” The proceedings may be tape recorded but will not be transcribed.
4. After the hearing of the charge(s) against the accused, the hearing committee shall, in closed session, vote by secret ballot to sustain or reject the charge(s). If the charges are sustained, the committee shall transmit the results and recommendation of the hearing committee to the Executive Director five (5) business days after the hearing.
5. Upon receipt of the results and recommendations of the hearing committee, the Executive Director may sustain the recommendation of the Committee concerning the penalty or may reduce or increase the severity of the penalty, and shall, within five (5) business days, notify the student of the Executive Director’s determination. The student may appeal directly to the Pastor of Star Ministries for reconsideration of any disciplinary penalty. The student shall have five (5) business days to make such appeal from date of receipt of notification.
6. After hearing any appeal from a student, the Executive Director and/or Pastor of Star Ministries shall make a decision that shall be communicated to the student within ten (10) business days. This decision shall be final.

Penalties

The minimum disciplinary penalty imposed upon a student found to have committed an infraction(s) of this Code shall be no credit for the course assignment or examination in which the infraction(s) occurred; however, a more severe penalty, such as failure in the course involved or suspension from TBI, may be imposed depending upon the nature and extent of the infraction(s).

IV. SANCTIONS

Violations of this policy may result in appropriate disciplinary action up to and including expulsion.