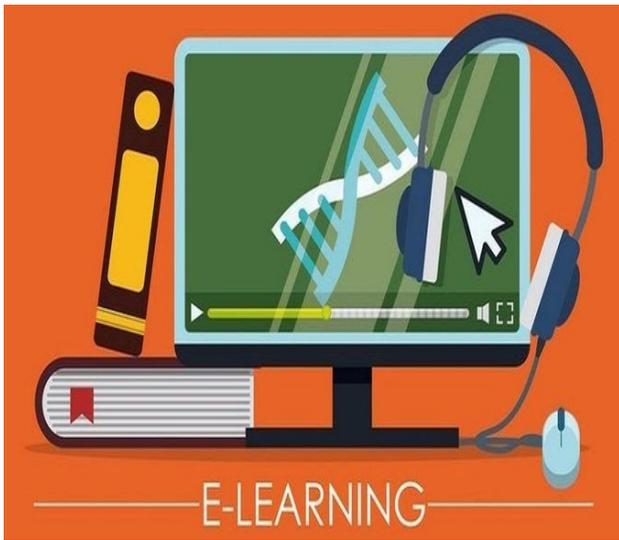# Helpful Tips
About Student Conduct

(also including Academic Integrity & Sexual Misconduct)

Faculty Resources

Helpful Tips To Avoid Student Complaints

- ❖ Be responsive

- ❖ Be understanding of the current crisis and its effect on your student

- ❖ Set the rules early on

- ❖ Ask more questions for clarification and understanding

- ❖ Ask students questions regarding the proper functioning of their computer

  equipment and internet service

- ❖ Use visual elements to convey your subject

- ❖ Use various techniques to motivate participants

- ❖ Don't let your technology get in the way

Submit Reports In Maxient

Use the link below to submit a report:

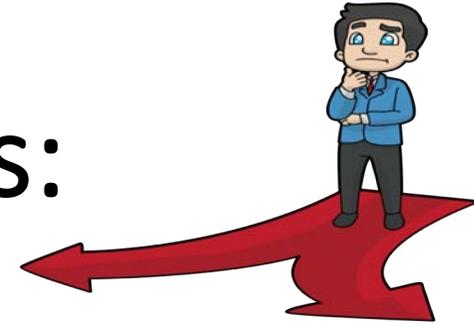https://www.hccs.edu/resources-for/faculty/student-conduct/

- Reports can be made about
  - Conduct Issues,
  - Academic Integrity and Scholastic Dishonesty Violations,
  - Concerning Behavior, or
  - Sexual Misconduct

For access to the Student Handbook and Code of Conduct, see link below:

- https://www.hccs.edu/resources-for/current-students/student-handbook/

Your campus selection matters:

- Select the incident location using your course home campus to ensure routing to the appropriate campus Dean/Associate Dean.

- **Incident Location Examples:**

Online College, Central Online– Main, Central Online - South Campus, Coleman Online- John P. McGovern, Coleman Online– Main, Northeast Online- Auto Tech Training Center, Northeast Online – Codwell, Northeast Online - North Forest, Northeast Online– Northline, Northeast Online - Pinemont, Northeast Online - Acres Homes, Northwest Online – Alief, Northwest Online – Bissonnet, Northwest Online– Katy, Northwest Online - Spring Branch, Southeast Online – Eastside, Southeast Online –Fraga, Southwest Online - Brays Oaks, Southwest Online– Gulfton, Southwest Online- Missouri City, Southwest Online– Stafford, Southwest West Loop Online

- If your class was **originally** an online course, your incident location would still be online.

- If you went to an online format **due to the closure**, use your course home campus and not online for the incident location.

Academic Integrity and Scholastic Dishonesty

HCC requires all students to exhibit academic integrity in all their academic work.
The principles of truth and honesty will be rigorously followed in all academic endeavors.
A culture of academic integrity is built upon respect for others' work and intolerance for academic dishonesty in any form.
It is important to report all academic integrity and scholastic dishonesty incidents in an effort to track repeat offenders.
The procedure is found in Student Handbook and Code of Conduct at https://www.hccs.edu/resources-for/current-students/student-handbook/
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BITAT Referrals – made to the
Behavior Intervention and Threat Assessment Team

- We encourage faculty, staff, and students to report matters regarding student behavior that is **concerning in nature** or is perceived as concerning and/or threatening to self or others. This referral does not take the place of Early Alerts.

SB 212 and HB 1735 Requirements:

Submit your reports through Maxient to meet this obligation.

All employees are legally required to report behaviors that potentially constitute **sexual harassment, sexual assault, dating violence, or stalking.**

Any employee who becomes aware of such behaviors should utilize the Maxient online form to notify the Office of Institutional Equity-Title IX Coordinator.

NO MORE

TOGETHER WE CAN END
DOMESTIC VIOLENCE & SEXUAL ASSAULT

HOUSTON COMMUNITY COLLEGE

WE ARE HERE TO HELP YOU

Questions? Contact: Sonya Splane, at sonya.splane@hccs.edu,

Manager of Student Conduct & Academic Integrity