

Attachment Q

DIVISION OF STUDENT AFFAIRS

**OFFICE OF THE VICE PRESIDENT
FOR STUDENT AFFAIRS**




Dr. Anne Reber
Dean of Student Life

MEMORANDUM

DATE: March 2, 2018

TO: Dr. Angie Hill Price
Speaker, Faculty Senate

FROM: Dr. Anne Reber 
Chair, Rules and Regulations Committee

SUBJECT: Proposed Revisions to the Texas A&M Student Rules

Attached please find proposed revisions to the Texas A&M University Student Rules as approved by the Rules and Regulations Committee. These changes are for the following section:

Change to Rule 8 Examinations

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Tel. 979.845.4728 Fax. 979.845.3320
studentaffairs.tamu.edu

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PROPOSAL

Please see attached rule for extensive changes

JUSTIFICATION

The length of examinations for law school classes, including graduate classes, vary according to the credit-hours and can be up to four hours in length.

PROPOSED BY:

Name: Cynthia Alkon
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E-Mail Address: calkon@law.tamu.edu
Department: School of Law
Department Mail Stop: 1256 TAMU
Date: September 11, 2017

Approved by the Student Rules and Regulations Committee on March 2, 2018

*Present Rule 8 with additions in **bold red font** and deletions ~~struck~~*

8. Examinations

(Revised: 2016 **2018**)

8.1 Final examinations are not mandatory for undergraduate or graduate course instruction.

8.2 If, however, a final examination is required by the instructor, then:

8.2.1 The final exam shall be designed to be taken during a period not to exceed two hours.

8.2.2 One credit hour courses may give final examinations during the last scheduled class period, but not during the final exam period.

8.2.3 All final examinations shall be given in accordance with the schedule published by the Office of the Registrar.

8.3 During the fall and spring semesters, no regular course examinations (except for laboratory and one-hour courses) shall be given during the 15th week of classes.

8.4 In those instances where a student is scheduled for three final examinations in one day, the student may request to reschedule one of the exams. The procedure and associated form for this request are available at <http://us.tamu.edu/Students/Final-Exam-Conflict>. The student must initiate the request(s) no later than ten workdays before the first day of TAMU final exams. The same procedure, form and deadline applies to Blinn TEAM students and students enrolled in other co-enrollment programs where final examinations between institutions conflict.

8.5 First Professional programs (JD, MD, DDS, DVM, PharmD) may schedule final exams as necessary to satisfy course requirements. These exams should be scheduled in accordance with the program's approved academic calendar.

8.56 General Rules for Pursuing Credit by Examination

8.56.1 Admitted and/or officially enrolled students are eligible to pursue CBE. Credit cannot be awarded until the student is officially enrolled at Texas A&M University

8.56.2 CBE will be offered routinely for many courses during the school year as indicated by a test schedule available through Data and Research Services. It is the student's responsibility to check and comply with this schedule.

8.56.3 A student may claim CBE credits at any point during his or her undergraduate program. Once claimed, credit cannot be declined. The student may claim CBE credit online via the Howdy Portal. This provision is effective for those enrolled under the 2009 catalog forward.

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8.56.4 A student may not have credit posted for credit by examination for courses in which he or she is currently registered or has acquired a grade at Texas A&M other than Q or W or NG.

8.56.5 A student who is enrolled in a course past the Q-drop deadline will lose any CBE credit previously claimed for that course, regardless of the outcome of the course.

8.56.6 First year grade exclusion does not restore eligibility for credit by examination.

8.56.7 All CBE credit is awarded without grade and is not included in the calculation of grade point ratios.

8.56.8 There is not a limit to the number of hours that may be earned through the CBE program. Credit earned through the CBE program, however, does not apply toward meeting university residence requirements. Credit by examination that does not apply towards a student's degree plan may make him or her ineligible for a tuition rebate. Contact the Office of the Registrar for details.

8.56.9 Credit earned by examination will not jeopardize eligibility for scholarships that require freshman standing.

8.56.10 Students may not receive credit by examination for courses that are prerequisites to courses for which they already have credit except with the approval of the department authorizing the exam.

8.56.11 Only Texas A&M University administrations of appropriate tests or official score reports from an approved testing agency are acceptable for credit, e.g., official reports from the Educational Testing Service (ETS) are required for the College Board SAT II Subject Tests, the Advanced Placement Program and the College Level Examination Program (CLEP). Informal score reports or results of special administrations of national tests from other institutions are not accepted for credit.

8.56.12 Officially enrolled students who believe they are proficient in the material of an undergraduate course may request that the offering department provide an appropriate opportunity for credit by examination. Department approval is required before an exam for a given course will be offered. Once completed, the department must notify Data and Research Services regarding the credit earned.

8.56.13 Credit by Examination requires a student fee that will be used to support such activities as test administration, preparation/selection of exams, scoring, analysis and reporting. Data and Research Services or academic departments may collect these fees.

DIVISION OF STUDENT AFFAIRS

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Dr. Anne Reber
Dean of Student Life



MEMORANDUM

DATE: April 4, 2018

TO: Dr. Angie Hill Price
Speaker, Faculty Senate

FROM: Dr. Anne Reber 
Chair, Rules and Regulations Committee

SUBJECT: Proposed Revisions to the Texas A&M Student Rules

Attached please find proposed revisions to the Texas A&M University Student Rules as approved by the Rules and Regulations Committee. These changes are for the following section:

Change to Rule 20.1.2.3.8

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PROPOSAL

Please see attached rule for extensive changes

JUSTIFICATION

This new wording would clarify that the rule applies to rules announced by colleges, programs, departments and course instructors, as opposed to the current wording that only specifies departmental or college rules. In addition, the current wording leaves ambiguous the fact that an announced rule is only enforceable if it does not conflict with University rules; for example, an instructor cannot deny legitimate excused absences, regardless of whether such a restriction is announced in their course syllabus.

PROPOSED BY:

Name: Timothy C. Powers
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Department: Aggie Honor System Office
Department Mail Stop: 1132
Date: September 18, 2017

Approved by the Student Rules & Regulations Committee on March 2, 2018

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Present Rule 24 with additions in **bold red font** and deletions ~~struck~~

20. Academic Misconduct

(Revised: 2004 **2018**)

The processes, procedures, rules and definitions associated with Academic Misconduct may be found at the websites listed below. All questions associated with Academic Misconduct should be directed to the Aggie Honor System Office (AHSO) in Henderson Hall, Suite 102 or at the following telephone number: (979) 458-3378.

Aggie Honor System Office: <http://aggiehonor.tamu.edu>

Rules & Definitions: [Academic Misconduct](#)

20.1.2.1 INTRODUCTION

"An Aggie does not lie, cheat or steal, or tolerate those who do."

Texas A&M University is dedicated to the discovery, development, communication and application of knowledge in a wide range of academic and professional fields and assumes as its historic trust the maintenance of freedom of inquiry and an intellectual environment nurturing the human mind and spirit. Living in accordance with the Aggie Code of Honor is critical to these ideals, to the goal of assuming a place of preeminence in higher education, and to the development of the whole student.

20.1.2.2 COMMUNITY RESPONSIBILITY

Academic integrity is an essential force in the academic life of a university. It enhances the quality of education and celebrates the genuine achievements of others. It is, without reservation, a responsibility of all members of the Texas A&M University Community to actively promote academic integrity. Apathy or acquiescence in the presence of academic dishonesty is not a neutral act -- failure to confront and deter it will reinforce, perpetuate, and enlarge the scope of such misconduct.

As such, a primary responsibility assumed by Texas A&M students is to promote the ideals of the Aggie Code of Honor. Various methods of encouraging integrity exist, such as setting an example for new students, education through student organizations, and student-to-student moral suasion. Students have the responsibility to confront their peers engaging in compromising situations, and if unsuccessful, to report the matter to the Aggie Honor System Office. Self-reporting is encouraged and may be considered a mitigating circumstance in the sanctioning phase of a particular case.

Instructors are expected to take proactive steps to promote academic integrity. **All syllabi shall contain a section that states the Aggie Honor Code and refers the student to the Aggie Honor System Rules and Procedures on the web.** Instructors should have an open discussion about academic integrity with students in their

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courses early in the semester. Instructors and staff share in the responsibility and authority to challenge and make known acts that violate the Aggie Code of Honor. Additionally, instructors are expected to adhere to the policy pertaining to the reporting and adjudication of violations of the Aggie Code of Honor. Initiating formal procedures is a necessary and obligatory component of this shared responsibility.

Collaboration and sharing information are characteristics of academic communities. These become violations when they involve dishonesty or are used in ways that give a student an unfair advantage. Instructors shall make clear to students their expectations about collaboration and information sharing. Students should seek clarification when in doubt. While Texas A&M values and affirms all cultures, it is important to recognize that only one standard of academic integrity will be tolerated; this is the Aggie Code of Honor.

If the alleged misconduct meets the definition of "misconduct in research or scholarship" under [System Regulation 15.99.03 - Ethics in Research and Scholarship](#) and relates to federally funded research, either by an active federal research project or the use of data that was compiled in whole or in part with federal funds the procedures set out 15.99.03 and [University Rule 15.99.03.M1 - Responsible Conduct in Research and Scholarship](#) will apply.

20.1.2.3 DEFINITIONS OF ACADEMIC MISCONDUCT

Misconduct in research or scholarship includes fabrication, falsification, or plagiarism in proposing, performing, reviewing, or reporting research. It does not include honest error or honest differences in interpretations or judgments of data.

Texas A&M University students are responsible for authenticating all work submitted to an instructor. If asked, students must be able to produce proof that the item submitted is indeed the work of that student. Students must keep appropriate records at all times. The inability to authenticate one's work, should the instructor request it, is sufficient grounds to initiate an academic dishonesty case.

Academic dishonesty includes the commission of any of the following acts. This listing is not, however, exclusive of any other acts that may reasonably be called academic dishonesty. Clarification is provided for each definition by listing some prohibited behaviors.

20.1.2.3.1 Cheating:

Intentionally using or attempting to use unauthorized materials, information, notes, study aids or other devices or materials in any academic exercise. Unauthorized materials may include anything or anyone that gives a student assistance and has not been specifically approved in advance by the instructor.

Examples:

- a. During an examination, looking at another student's examination or using external aids (for example, books, notes, calculators, conversation with others, or electronic devices) unless specifically allowed in advance by the instructor.

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- b. Having others conduct research or prepare work without advance authorization from the instructor.
- c. Acquiring answers for any assigned work or examination from any unauthorized source. This includes, but is not limited to, using the services of commercial term paper companies, purchasing answer sets to homework from tutoring companies, and obtaining information from students who have previously taken the examination.
- d. Collaborating with other students in the completion of assigned work, unless specifically authorized by the instructor teaching the course. It is safe to assume that all assignments are to be completed individually unless the instructor indicates otherwise; however, students who are unsure should seek clarification from their instructors.
- e. Other similar acts.

20.1.2.3.2 Fabrication:

Making up data or results, and recording or reporting them; submitting fabricated documents.

Examples:

- a. The intentional invention and unauthorized alteration of any information or citation in any academic exercise.
- b. Using "invented" information in any laboratory experiment, report of results or academic exercise. It would be improper, for example, to analyze one sample in an experiment and then "invent" data based on that single experiment for several more required analyses.
- c. Failing to acknowledge the actual source from which cited information was obtained. For example, a student shall not take a quotation from a book review and then indicate that the quotation was obtained from the book itself.
- d. Changing information on tests, quizzes, examinations, reports, or any other material that has been graded and resubmitting it as original for the purpose of improving the grade on that material.
- e. Providing a fabricated document to any University employee in order to obtain an excused absence or to satisfy a course requirement; altering an official document such as a transcript.
- f. Other similar acts.

20.1.2.3.3 Falsification:

Manipulating research materials, equipment, or processes, or changing or omitting data or results such that the research is not accurately represented in the research record.

Examples:

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- a. Changing the measurements in an experiment in a laboratory exercise so as to obtain results more closely conforming to theoretically expected values.
- b. Other similar acts.

20.1.2.3.4 Multiple Submissions:

Submitting substantial portions of the same work (including oral reports) for credit more than once without authorization from the instructor of the class for which the student submits the work.

Examples:

- a. Submitting the same work for credit in more than one course without the instructor's permission.
- b. Making revisions in a paper or report (including oral presentations) that has been submitted in one class and submitting it for credit in another class without the instructor's permission.
- c. Representing group work done in one class as one's own work for the purpose of using it in another class.
- d. Other similar acts.

20.1.2.3.5 Plagiarism:

The appropriation of another person's ideas, processes, results, or words without giving appropriate credit.

Examples:

- a. Intentionally, knowingly, or carelessly presenting the work of another as one's own (i.e., without crediting the author or creator).
- b. Failing to credit sources used in a work product in an attempt to pass off the work as one's own.
- c. Attempting to receive credit for work performed by another, including papers obtained in whole or in part from individuals or other sources. Students are permitted to use the services of a tutor (paid or unpaid), a professional editor, or the University Writing Center to assist them in completing assigned work, unless the instructor explicitly prohibits such assistance. If the student uses such services, the resulting product must be the original work of the student. Purchasing research reports, essays, lab reports, practice sets, or answers to assignments from any person or business are strictly prohibited. Sale of such materials is a violation of both these rules and State law.
- d. Failing to cite the World Wide Web, databases and other electronic resources if they are utilized in any way as resource material in an academic exercise.
- e. Other similar acts.

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General information pertaining to plagiarism:

- a. **Style Guides:** Instructors are responsible for identifying any specific style/format requirement for the course. Examples include, but are not limited to, American Psychological Association (APA) style and Modern Languages Association (MLA) style.
- b. **Direct Quotation:** Every direct quotation must be identified by quotation marks or appropriate indentation and must be properly acknowledged in the text by citation or in a footnote or endnote.
- c. **Paraphrase:** Prompt acknowledgment is required when material from another source is paraphrased or summarized, in whole or in part, in one's own words. To acknowledge a paraphrase properly, one might state: "To paraphrase Locke's comment..." and then conclude with a footnote or endnote identifying the exact reference.
- d. **Borrowed facts:** Information gained in reading or research, which is not common knowledge, must be acknowledged.
- e. **Common knowledge:** Common knowledge includes generally known facts such as the names of leaders of prominent nations, basic scientific laws, etc., basic historical information (e.g., George Washington was the first President of the United States.) Common knowledge does not require citation.
- f. **Works consulted:** Materials that add only to a general understanding of a subject may be acknowledged in the bibliography, and need not be footnoted or end-noted. Writers should be certain that they have not used specific information from a general source in preparing their work unless it has been appropriately cited. Writers should not include books, papers, or any other type of source in a bibliography, "works cited" list, or a "works consulted" list unless those materials were actually used in the research. The practice of citing unused works is sometimes referred to as "padding."
- g. **Footnotes, endnotes, and in-text citations:** One footnote, endnote, or in-text citation is usually enough to acknowledge indebtedness when a number of connected sentences are drawn from one source. When direct quotations are used, however, quotation marks must be inserted and acknowledgment made. Similarly, when a passage is paraphrased, acknowledgment is required.
- h. **Graphics, design products, and visual aids:** All graphics, design products, and visual aids from another creator used in academic assignments must reference the source of the material.

20.1.2.3.6 Complicity:

Intentionally or knowingly helping, or attempting to help, another to commit an act of academic dishonesty.

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Examples:

- a. Knowingly allowing another to copy from one's paper during an examination or test.
- b. Distributing test questions or substantive information about the test without the instructor's permission.
- c. Collaborating on academic work knowing that the collaboration will not be reported.
- d. Taking an examination or test for another student.
- e. Signing another's name on an academic exercise or attendance sheet.
- f. Conspiring or agreeing with one or more persons to commit, or to attempt to commit, any act of scholastic dishonesty.
- g. Other similar acts.

20.1.2.3.7 Abuse and Misuse of Access and Unauthorized Access:

Students may not abuse or misuse computer access or gain unauthorized access to information in any academic exercise. See [Student Rule 22](#).

20.1.2.3.8 Violation of College, Program, Departmental or Course Rules:

Students may not violate any announced **college, program, departmental, or course rules that are in compliance with other student rules** relating to academic matters.

20.1.2.3.9 University Rules on Research:

Students involved in conducting research and/or scholarly activities at Texas A&M University must also adhere to standards set forth in [University Rule 15.99.03.M1 - Responsible Conduct in Research and Scholarship](#).

20.1.2.4 SPECIAL NOTE ON GROUP PROJECTS

If someone in a group commits academic misconduct, the entire group could be held responsible for it as well. It is important to clearly document who contributes what parts of the joint project and to know what group members are doing and how they are getting the material they provide.

20.1.2.5 OTHER TYPES OF CONDUCT CONCERNS

Student rule violations outside of the academic classroom environment are reported through Student Conflict Resolution Services at <https://studentlife.tamu.edu/sco>

To report a behavioral concern on the part of a member of the student body, faculty, or staff, refer to the Tell Somebody Reporting process at <https://tellsomebody.tamu.edu/reportingform>.

To report instances of suspected waste, fraud, or a suspected ethics violation, use the Texas A&M University Systems Risk, Fraud, and Misconduct Hotline at https://secure.ethicspoint.com/domain/en/report_custom.asp?clientid=19681.

Process and Procedures: [Reporting and Adjudication](#)

Appeals: [Appeals](#)

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DIVISION OF STUDENT AFFAIRS

**OFFICE OF THE VICE PRESIDENT
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Dr. Anne Reber
Dean of Student Life



MEMORANDUM

DATE: March 2, 2018

TO: Dr. Angie Hill Price
Speaker, Faculty Senate

FROM: Dr. Anne Reber *AR*
Chair, Rules and Regulations Committee

SUBJECT: Proposed Revisions to the Texas A&M Student Rules

Attached please find proposed revisions to the Texas A&M University Student Rules as approved by the Rules and Regulations Committee. These changes are for the following section:

Change to Rule 28

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PROPOSAL

Please see attached rule for extensive changes.

JUSTIFICATION

Changes to the second paragraph of this rule were needed for several reasons:

- To accurately reflect what we are already doing to comply with Federal guidance on our requirements under Title IX and Violence Against Women Act.
- To make language consistent with the rest of the Student Rules regarding the use and meaning of “complainant” rather than “survivor.”
- Files are developed to facilitate the participation of any complainant (as defined under 24.1.4.), regardless of whether they are a Texas A&M University student.

Addition of language to the expungement paragraph would provide clearer direction to students on when they can request an expungement. This would prevent expungements when a student still has an unresolved case or open sanctions that would need to be completed or that we would need to keep track of (such as a permanent contact restriction or a conduct probation/review that extends through graduation). Additionally changing the “present demeanor of the student” language to “the student’s understanding of their behavior and it’s impact” clarifies what information is being reviewed in an expungement request and more accurately reflects the questions students must answer on their expungement request.

PROPOSED BY:

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Phone: 979-847-7272
E-Mail Address: daynaf@studentlife.tamu.edu
Department: Offices of the Dean of Student Life
Department Mail Stop: 1257
Date: May 26, 2017

Approved by the Student Rules & Regulations Committee on March 2, 2018.

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Present Rule 28 with additions in **bold red font** and deletions ~~struck~~

28. Student Conduct Files and Records

(Revised: ~~2013~~ 2018)

Complaints may result in the development of a student conduct file in the name of the accused student. The student conduct file of the accused shall be destroyed should it be found that no violation of University rules occurred. The file of a student found to have violated University rules shall be retained as a student conduct record for no less than five years from the date of the student's graduation or from the last day of the last semester the student is enrolled. Student conduct records may be retained for as long as administratively valuable ~~or~~. **The records may be retained** permanently if the student was expelled, suspended, or blocked from reenrollment and/or in situations that may result in future litigation.

Complaints of sexual harassment, ~~or~~ sexual misconduct, **dating violence, domestic violence, stalking, or related retaliation** may result in the development of a file in the ~~survivor's~~ **complainant's** name. This file shall be retained for no less than five years from the ~~survivor's~~ **complainant's** graduation date or from the last day of the last semester the ~~student~~ **complainant** is enrolled. These files may be retained for as long as administratively valuable.

Some student conduct records may be expunged for good cause by the Dean of Student Life and/or designee upon receipt of a written request by the student. ~~Expulsions, and suspensions, a student conduct record with an unresolved case and student conduct records with open sanctions will not be eligible for expungement.~~ **A student conduct record with an expulsion, suspension, an unresolved case, or any open sanction will not be eligible for expungement.** Factors to be considered in review of such petitions shall include, but are not limited to:

- ~~the present demeanor of the student~~ **student's level of understanding of their behavior and its impact;**
- the conduct of the student subsequent to the violation; and
- the nature of the violation and the severity of any damage, injury or harm resulting from it.

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