### Reinstatement Process

Students who believe they have been reported in error as non-attending by their instructors may request reinstatement.

Students must file the online reinstatement form accessible by going to [MyEFSC > EFSC Student Applications](#) in order to be considered. Students should use the dropdown menu to locate the Reinstatement Request for Online Classes. The form is typically open for three (3) days after the student is withdrawn from class(es). Students must complete a form for each course.

Approval of reinstatement is dependent on the documentation provided. Students may fax supporting documentation to 321-433-5882. Once the reinstatement form/documentation is received, the information is forwarded to the instructor as well as the department chair for consideration.

### Proctored Exam(s)

In order to be in compliance with federal regulations, Eastern Florida State College must demonstrate that all courses have authentication measures in place. For most instructors, this authentication is the proctored exam. Depending on the instructor, students who do not take their proctored exams may end up failing their course. Contact the instructor if there are any problems with the proctored exam(s). Travel during a scheduled testing period is not considered an excused absence for missing an exam. Students are encouraged to speak with their instructor as early as possible to resolve the conflict or make other arrangements if necessary.

In some cases, instructors choose to have more than one exam proctored. All proctored exams must be taken in one of the following settings:

- the campus based learning lab - **Titusville Learning Lab** - is located in Building 1, Room 115 [http://www.easternflorida.edu/academics/academic-support/learninglabs/titusvillelearninglab/proctoring.cfm](http://www.easternflorida.edu/academics/academic-support/learninglabs/titusvillelearninglab/proctoring.cfm)

- the campus based learning lab - **Palm Bay Learning Lab** - is located in Building 1, Room 234 [http://www.easternflorida.edu/academics/academic-support/learninglabs/palmbaylearninglab/proctoring.cfm](http://www.easternflorida.edu/academics/academic-support/learninglabs/palmbaylearninglab/proctoring.cfm)

- the campus assessment center - **CCAC (Cocoa Campus Assessment Center)** is located in Building 17, Room 112

- the campus assessment center - **MCAC (Melbourne Campus Assessment Center)** is located in Building 10, Room 218 [http://www.easternflorida.edu/academics/elearning/testing-proctored-exams.cfm](http://www.easternflorida.edu/academics/elearning/testing-proctored-exams.cfm)

- with an instructor-approved external proctor


### Scheduling a Proctored Exam at eLearning Testing Lab

For students scheduling an exam at any of the campus testing locations, students should go to MyEFSC and access the **Student Proctored Testing Scheduler** system located in the drop down menu for EFSC Student Applications. Students will see each of their proctored exams listed under PENDING EXAMS. Once the desired exam is selected, students should click on “Schedule this exam” and a calendar will appear. Students will
Scheduling a Proctored Exam at eLearning Testing Lab cont...

see the following information: Course, Exam Name, Start and End Dates for the exam. Please note, students are only able to schedule exams during the dates listed.

Once the date is selected from the calendar, students will see all of the testing locations (with location and telephone number listed) as well as available appointments. Once the students select the location, they will need to click on "Schedule Appointment" in order to see available times. Students will see a listing of the available times as well as instructor testing information such as Time Allowed, Materials Allowed, Access Allowed and any special notes that the instructor has included on the Instructor Exam Registration system. The students will select a time and click on "Submit Registration." The Student should print the Admission Ticket for a reminder of the date and time scheduled for the proctored exam but it is not required at the Campus Assessment Centers (MCAC and CCAC).

Students may modify their test requests by going to "Scheduled Exams" and clicking on "Reschedule this Exam." Please note, the scheduler will not allow students to have overlapping times, so students scheduling multiple exams in one day should pay close attention to the time frames.

Please note: The testing facilities will ONLY allow books or notes if it has been authorized by the instructor on the Instructor Exam Registration. Students should double check the instructor testing information at the time of scheduling their appointment or ask their instructor before reporting to the testing facility.

Students who are entitled to additional time on their proctored exams are responsible for scheduling the exams early enough to allow for the additional testing time before the testing facility closes in order to receive their full accommodation.

Be sure to bring photograph identification with you. You will NOT be permitted to take your exam without an ID card such as military ID, driver license or EFSC student ID. No exceptions.

Scheduling a Proctored Exam with an Approved External Proctor

For students located outside Brevard county, the lab request for an outside Brevard County proctor can be found at http://www.easternflorida.edu > MY EFSC Log In > Student Applications > Instructor Lab Requests & Registration. Students must submit a request to have their proctor approved. Instructors have the sole responsibility for approving proctors. Students should locate a proctor at a local educational or military testing center. Proctors should have a business title, business e-mail address and a professional contact number. No personal e-mail address will be accepted. Family members will not be approved as acceptable proctors. Students are responsible for any fees charged to them by outside proctors.

It is the students’ responsibility to ensure they have an acceptable computer and Internet connection wherever they may be located for testing and course participation.

Once a student submits the proctor approval request, the system will generate an email to the instructor. The instructor will then approve or disapprove the proctor. If an instructor approves a proctor, the proctor will receive an e-mail generated by the system so that the proctor can acknowledge and agree to the terms and regulations for proctoring exams. Proctors then must respond to the e-mail to acknowledge and accept the terms and regulations for proctoring. Once that response is received by EFSC, then the instructor can return to the original test request and generate an e-mail to the proctor which contains the proctoring information. Because of the steps involved in this process, students should allow approximately two (2) weeks period of time to complete the proctor request and approval process. Some proctored exams require the use of the EFSC Lockdown Browser.
Prior to the student's testing appointment, students should contact the approved proctor to ensure that all required testing information has been received by the proctor in advance. It is the student's responsibility to ensure all requirements have been met prior to the administration of the proctored exam(s).

Students utilizing proctors outside of the United States must provide confirmation and documentation of the dates that they will be out of the country. Also, international proctors must submit identification of the institution they represent. Documentation may be scanned and sent to the instructor via e-mail or documentation can be faxed (321-433-5882) to the eLearning office. The eLearning office will relay information to the instructor for the purpose of verification and approval. It is recommended that students who plan to be outside of the United States during testing periods obtain the approval for the use of international proctors PRIOR to the date of travel in the event the proctor is denied.

Students who desire to take an exam through the 3rd party vendor, ProctorU, should contact ProctorU directly to schedule the exam and pay the exam fee. Note: This fee is required by ProctorU for students using their services for proctored testing. Students using ProctorU will take the exam from home through use of their personal computer system and webcam. Students can schedule their exams directly through the ProctorU website: [www.ProctorU.com](http://www.ProctorU.com) or call them directly.

An academic appeal can address issues with instructors, classmates, course content, and/or delivery as well as grades. Students are encouraged to work with their instructors to resolve these issues informally. If informal discussion does not resolve the issue(s), the student can file a formal academic appeal with the instructor's department chair. All academic appeals must be accompanied by supporting documentation. Examples of supporting documents include:

- e-mails between the instructor and students
- Syllabi
- Coursework with submittal dates/grades/attachments.

If the issue is not resolved at the department chair level, the appeal then moves to the eLearning Associate Provost.

Students having issues with the administration, registration, late withdrawals, late drops, account adjustments, tuition credits, and other similar issues will need to file an administrative appeal with the eLearning Associate Provost office and use the same blue appeal form as referenced above. Some appeals will require the completion of an additional EFSC form to complete the appeal package for submission. All appeals must be accompanied by documentation as listed below:

- **Serious illness or medical condition preventing course completion:** a letter from the physician or surgeon's office must be provided; hospital documentation may also be provided.
- **Death of immediate family member (parent, sibling, spouse, child):** a copy of the death certificate or letter from clergy/attorney must be provided.
- **Death of a student:** copy of death certificate must be provided
- **Involuntary change in conditions of employment:** letter from the employer noting the involuntary shift change must be provided
- **Involuntary call to active military duty:** copy of formal military orders must be provided
- **Institutional registration or course placement error:** Yellow registration sheet with advisor's signature.
### Appeal Resolutions

In both academic and administrative appeals, approval or denial will rest with the value of the submitted documentation. The eLearning Associate Provost will inform students in writing of the decision on the appeal. If students are not satisfied and have additional documentation that should be considered, they have the right to submit the appeal for additional consideration. The AP office will forward the appeal to the eLearning Provost office. If students are not satisfied with the Provost decision, they have the right to forward the appeal to the College-wide Student Appeals Committee. The decision from this committee is final.

### Academic Dishonesty

**EFSC Policy:** Any form of academic dishonesty is subject to the disciplinary actions set forth in the Student Code of Conduct. Cheating, plagiarism and any other misrepresentation of work are prohibited. Students who are found to be in violation of this standard may receive severe sanctions, including a failing grade in their respective course and depending on the circumstances, possible expulsion from Eastern Florida State College.

In general terms, plagiarism is the adoption or incorporation of another’s ideas without proper attribution of the source. It is more simply defined as taking the writings of another person or people and representing them to be one’s own. Please note that access to or obtaining information/copying assignments provided from sources like CHEGG, Course Hero, Accounting Tutor, or any other online applications that purport to offer the answers to exercises or instructor materials for courses, may be considered CHEATING, and any instances that can be substantiated will be treated as such.

If you have any questions or concerns regarding plagiarism, you need to ask your instructor or Associate Provost for assistance before a plagiarism problem arises.

To avoid plagiarism, you should always credit the sources used when writing as essay, research paper, or other assignment in accordance with the appropriate style manual or format required in your course. Confirm with your instructor the appropriate format to use. If you are directed to use the MLA or APA format, please review the following URL for more information:

http://libguides.easternflorida.edu/melbournewritingcenter

**Types of actions defined as plagiarism include but may not be limited to:**
1. Cutting and pasting to create a written document from a single or various sources.
2. Citing a source with false or inaccurate information. (Bibliographical or URL).
3. Quoting less than all the words copied or paraphrasing a source without proper citation or notation the document has been altered.
4. Submitting papers, assignments, exams, or forums that were completed by someone other than yourself.
5. Working in a group or otherwise colluding with other students to prepare and submit work without prior acknowledgment and approval from the instructor.
6. Receiving or giving outside help without prior written faculty consent, this includes assistance from tutors, websites, or other online resources.
7. Sharing assignments, exams, or discussions with other students.
8. Selling or purchasing (or copying) papers, assignments, or exams from any website that buys or sells them and submitting them as your work in whole or in part.
9. Using a quotation without proper quotation marks and citation.
10. Preparing a draft for final paper for another student.
11. Submitting a paper, assignment, quiz or exam that you submitted in a previous and/or concurrent class without requesting and receiving in writing prior permission from your instructor(s). This could also apply to “revising” papers, assignments, quizzes or exams that were previously submitted in any course.
12. Copying a non-text material such as: image, audio, video, spreadsheet, PowerPoint presentation, etc., without proper citation and reference.
13. Altering any information on forms, electronic attachments or emails after the original has been submitted.
14. Presenting statistics, facts, or ideas that are not your own, or is not common factual knowledge either by the general population, or commonly known within the particular discipline, without citation, even if you view them as common knowledge in your own educational background.

Plagiarism Detection

For some courses, you should submit all of your writing assignments through a resource called Turnitin.com. Turnitin is an online tool available to EFSC instructors as an integrated service available in all EFSC Canvas classrooms. The OriginalityCheck detects and prevents plagiarism by checking submitted student papers. Grademark enables instructors to provide rich feedback as well as online grading directly on the student's paper. PeerMark enables students to evaluate each other's work.

In Canvas you can create an assignment by using the external tool option (under the submission type setting select 'External Tool' instead of 'Online') to integrate all Turnitin features. This option will allow you to enter a grade in GradeMark which will transfer to the Canvas gradebook as well.

For more information on Plagiarism and information on proper citation please see: http://lgdata.s3-website-us-east-1.amazonaws.com/docs/625/1324096/Plagiarism.pdf

Student Access for Improved Learning

Note To Students Regarding Instructional Resources:

Faculty at EFSC are innovative and may utilize (many) additional resources above and beyond the required course materials to enhance the instructional experience, including recording devices in the classroom. EFSC strives to provide equitable access at the same academic and instructional level for all students and is committed to ensuring access for students with documented disabilities. A person with a disability may qualify for reasonable accommodations. The SAIL (Student Access for Improved Learning) office is responsible for providing services and accommodations for students with documented disabilities that significantly impact major life functions. While personal services and personal aides cannot be provided, reasonable accommodations will be arranged to assist a student with a disability based on documentation provided by the student. For more information about the services and resources provided by the SAIL office, students are encouraged to go to the website at http://www.easternflorida.edu/academics/academic-support/office-for-students-with-disabilities/index.cfm or visit the SAIL office on any campus.
| **Standards of Academic Progress** | To maintain satisfactory academic progress at Eastern Florida State College, students must achieve a minimum semester and cumulative grade point average (GPA) of 2.0 each semester.  
Successful completion of a course is defined as earning a grade of A, B, C or D except for courses which require a grade of C or better for successful completion. Some programs have more stringent procedures. See the specific program procedures manual for more information.  
Students who maintain a minimum semester and cumulative 2.0 GPA each semester will be considered in Good Academic Standing. See **College Procedure 436** for specific guidelines on the Standards of Academic Progress. |
| **Warning, Probation, & Suspension** |  |
| **Classroom Access & FERPA** | First-time online students must complete the required Canvas Training assessment scoring at least 70% on the assessment to unlock access to their online classes.  
If it is determined that persons other than the student are accessing a student's records in the Canvas classroom, the student will be removed from the class and receive a final grade of "F." While students may have provided written consent for a third party to receive information regarding their educational records, that consent does not permit any other person besides the student to complete or access coursework within the classroom or online setting. For more information on the Family Educational Rights and Privacy Act of 1974 (FERPA), please navigate to the College's **FERPA page**. |
| **Core Scholar Program** | The Core Scholar program is designed to help all EFSC students succeed in college and the workplace. The program enhances academic skills as well as skills employers expect students to have that are not usually taught directly in the classes taken for the degree requirements. Any student may participate in any part of the program; there is no need to sign up. If a student completes all four components, they will graduate as a Core Scholar and receive perks, including special regalia at graduation, designation on their EFSC transcript, and a letter of recommendation from their Associate Provost and Provost. The program includes personalized mentoring with a **Success Coach**, career exploration through a **Major Area of Interest course and learning community**, development of skills that are often not taught in classrooms through **Soft Skill Workshops**, and academic support through **Peer Tutoring**. Contact your Associate Provost for more details and to get involved:  
Titusville: Bldg. 5, Rm. 105, 321-433-5014  
Cocoa: Bldg. 5, Rm. 131, 321-433-7661  
Melbourne: Bldg. 1, Rm. 126, 321-433-5591 or Bldg. 10, Rm. 205, 321-433-7100  
Palm Bay: Bldg. 1, Rm. 206, 321-433-5160 |
| **Canvas Postings** | The administration at Eastern Florida State College reserves the right to remove any postings and/or pictures to the collegewide LMS that may be considered offensive or do not adhere to the policies of the college. |