



## TEXAS MUNICIPAL CLERKS CERTIFICATION PROGRAM

AT THE

UNIVERSITY OF NORTH TEXAS  
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Denton, Texas 76203-5017  
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## TMCCP Policy on Academic Conduct for TMCCP Webinars

[View TMCCP's Policy on Academic Misconduct](#)

**The Texas Municipal Clerks Certification Program enforces policies concerning academic misconduct. (These policies have been molded by the policies set forth by the University of North Texas.)**

TMCCP enrollees are subject to discipline for [academic misconduct and academic dishonesty](#).

### Live TMCCP Webinar Participation

For live webinar participation, enrollees commit to the same standard of [academic honesty](#) committed to upon TMCCP enrollment. Further, as an attendee of a webinar the student affirms:

1. **Attendance**
  - a. I will attend the webinar for the full duration.
  - b. I will NOT allow someone to attend in my place.
  - c. I will not participate in any act or fail to participate in any act that is deceitful or used to be given an unfair advantage.
2. **Participation**
  - a. I will not be involved in other activities, such as: checking emails, participating in phone conversations, surfing the internet, or other similar activities during the webinar.
  - b. I will participate in the required exercises used to demonstrate my engagement with the webinar.
3. **Facilitating academic dishonesty**
  - a. I will not intentionally or knowingly help or attempt to help another to violate a provision of the [TMCCP Policy on Academic Misconduct](#).

### TMCCP On-Demand Webinars

For on-demand webinar participation, enrollees commit to the same standard of [academic honesty](#) committed to upon enrollment. Further, in taking an on-demand webinar the student affirms:

1. **Viewing**
  - a. I will view the webinar for the full duration.
  - b. I will NOT allow someone to watch the webinar in my place.
  - c. I will not participate in any act or fail to participate in any act that is deceitful or used to be given an unfair advantage.
2. **Assessment**
  - a. I will complete the necessary assessment at the conclusion of the webinar. This assessment is required to earn credit for the webinar towards my certification.
  - b. I attest that the assessment I am submitting to TMCCP is my own, original work, based upon what I have learned from viewing the full on-demand webinar.
  - c. I will complete the assessment and turn it in by the assigned deadline.

**3. Facilitating academic dishonesty**

- a. I will not intentionally or knowingly help or attempt to help another to violate a provision of the [TMCCP Policy on Academic Misconduct](#).

**Penalty for Academic Misconduct includes:**

**Dismissal of the enrollee from the Texas Municipal Clerks Certification Program.**

**Rights of an Enrollee Disciplined on Grounds of Academic Dishonesty**

Academic dishonesty matters may first be considered by the TMCCP education director, who may assign penalties such as as dismissal from the Program and/or denial of the Texas Registered Municipal Clerk Certification. If the enrollee does not accept the decision of the TMCCP director, they may have their case heard by the TMCA Certification Committee Chair for review of their case. If the enrollee does not accept the decision of the TMCA Certification Committee Chair, they may then have their case heard by the TMCA, Inc., Executive Board.

If an enrollee has any questions regarding the TMCCP Policy on Academic Misconduct, please contact the TMCCP office. Telephone: 940-565-3488; email Education Director Dr. Amy Holt, TRMC, at [amy.holt@unt.edu](mailto:amy.holt@unt.edu). Address: TMCA, Inc., 1155 Union Circle #305067, Denton, Texas 76203-5017.