



SUBJECT:	Student Affairs		
POLICY:	300.2 Academic Honesty and Integrity		
PROCEDURE:	300.2.1 Academic Dishonesty Investigations 300.2.2 Academic Dishonesty Investigation Appeal		
EFFECTIVE:	March 2012	REVISED:	September 2024
		REVIEWED:	

Introduction and Purpose

The college is responsible for promoting academic honesty and integrity, and ensuring the highest ethical and professional standards and behavior are followed in courses and programs. Accordingly, the college has developed policy and procedures to address instances of academic dishonesty. Students who violate these standards will be subject to academic and/or disciplinary sanctions.

Policy

Academic dishonesty includes cheating; plagiarism - including the use of artificial intelligence if not explicitly permitted by the instructor for that specific assignment; forgery; falsification; facilitation or aiding academic dishonesty; multiple submission; theft of instructional materials or tests; unauthorized access to, manipulation of or tampering with laboratory equipment, experiments, or computer programs without proper authorization; alteration of grades or files; misuse of research data in reporting results; use of personal relationships to gain grades or favors; or otherwise attempting to obtain grades or credit through fraudulent means. A description of some forms of academic misconduct and examples are provided in the definitions section below to help the student understand the definitions of academic dishonesty.

300.21 Sanctions

The following sanctions may be imposed for academic dishonesty. The instructor-imposed sanctions are limited to items A through F. Program directors and department chairs may impose item G. Items F through I may be imposed by the executive director of student services.

- A. oral reprimand
- B. written reprimand
- C. an assignment to repeat the work or an alternate assignment
- D. a lower or failing grade on the particular assignment or test
- E. a lower grade or failing grade in the course
- F. removal of the student from the course in progress
- G. removal of the student from a major or program
- H. withdrawal of degree or academic credit previously bestowed
- I. any sanction that may be imposed for violation of the Student Conduct Code (reference Policy 300.13), including disciplinary probation, suspension or expulsion from the college

Any imposed sanctions must be identified on the Student Conduct Report and submitted to the executive director of student services and the instructor's division director. Investigations may be conducted and sanctions imposed up to one year from the alleged violation.

The executive director of student services may impose more severe sanctions than those stated in course materials or a program handbook based on circumstances, such as multiple offenses.

300.22 Student Dishonesty Appeal

A student who receives a sanction for academic dishonesty may appeal the instructor's and/or the executive director of student service's determination that academic dishonesty occurred based on one of the following:

- The sanction from the instructor or program director differs from the course syllabus or program handbook.
- The consequences imposed are unnecessarily harsh.
- The evidence proves the academic dishonesty charge is incorrect.

See procedure 300.2.1 for appeal instructions.

Definitions

Cheating- Giving, receiving, or attempting to use unauthorized materials, information, notes, study aids, devices or sources in any academic exercise. Examples of cheating include copying from another student or receiving unauthorized assistance during a quiz, test, or examination, including from the internet or artificial intelligence; using books, notes, or other devices such as calculators, unless authorized; acquiring without authorization copies of tests or examinations before the scheduled exercise; or copying reports, laboratory work or computer programs or files from other students.

Falsification/fabrication- The invention or unauthorized alteration of any information or citation in an academic exercise. Examples of fabrication include inventing or counterfeiting data or research procedures to give the appearance of results being achieved from procedures that were not undertaken. Examples of falsification include the false citation of a source of information, altering the record of or reporting false information about practicum or clinical experiences, altering grade reports or other academic records, submitting a false excuse for absence or tardiness, or altering a returned examination or assignment.

Tampering- Interfering with, altering or attempting to alter college records, grades, assignments, laboratory experiments or other documents without authorization. Examples of tampering include using a computer or falsely written document to change or affect the grade recorded for a student; forging the signature of a university official on a drop/add card, override authorization or other official college document; erasing or altering records or information of a student; unauthorized access to a college record by computer or unauthorized entry into an office or file; or obtaining information from the college without proper authorization.

Plagiarism- Presenting the work of another as one's own without proper acknowledgment. Examples of plagiarism include submitting as one's own work the work or ideas of another person, commercial writing service or artificial intelligence; directly quoting from a source without acknowledgment; paraphrasing or

summarizing another's work without acknowledging the source; or using facts, figures, graphs, charts or information without acknowledging the source. Plagiarism may occur orally or in writing and may involve computer programs and files, research designs, distinctive figures of speech, ideas and images, or any other information that belongs to another person or was generated by artificial intelligence and is not acknowledged as such. Inadvertent or unintentional misuse or appropriation of another's work (such as relying heavily on source material that is not expressly acknowledged or using generative artificial intelligence) is still considered plagiarism.

Facilitating Academic Dishonesty- Giving assistance or attempting to assist another in the commitment of academic dishonesty. Examples include sharing one's own work with another or discussing a quiz or exam after taking it oneself with someone who has not taken it yet.

Multiple Submission- Submitting the same work, such as a paper, project, research, or oral report, for credit in a class other than the one in which the assignment was originally given without the instructor's permission or making minor revisions for which credit has already been received and submitting it again as a new piece of work.

Other Academic Dishonesty- Other examples of academic dishonesty include allowing another student to copy from one's paper during an examination or on an assignment, distributing test questions or information about the material to be covered on a test before the scheduled exercise, collaborating on work with the knowledge that the collaboration is not authorized or will not be reported, taking an examination or completing an assignment for another student, or signing a false name on an academic exercise.

Related Manuals/Forms

Student Conduct Report