

Procedure 3.10(a)

**STATEMENT ON ACADEMIC DISHONESTY**

The College expects students to be honest in all academic work and maintain integrity as well as the academic integrity and reputation of their institution. Consistent with the mission of the college, the goal of the disciplinary procedure is to maintain the academic excellence of the college while providing an opportunity for a life learning experience.

Academic dishonesty is any act, intentional or unintentional, to achieve academic credit, or in submission of work for any college activity, through means of: cheating, plagiarism, fabrication and/or falsification of records or documents, and/or aiding or abetting of any form of academic dishonesty.

Major categories of academic dishonesty include Cheating, Plagiarism, Fabrication/Falsification, and/or Aiding or Abetting. These categories are outlined below but are examples only and should not be construed to express all forms of unacceptable behavior that may exist under these categories.

It is the student's responsibility to be aware of specific academic dishonesty policies followed in their programs and individual classes. These statements serve as a general guideline but are not all-inclusive.

Examples of Academic Dishonesty are as follows:

A. Cheating

Cheating can be defined as, but not limited to, the following examples:

1. Submitting academic work of another, without prior instructor authorization or written official formatted sourcing.
2. The use of any sources NOT authorized by faculty such as, but not limited to, items such as test bank items, previous student work (i.e. reusing a paper written for another course), classroom material, or the use of any previously done work that might be considered as cheating.
3. The use or possession of devices such as, but not limited to, a smart phone, smart watch, smart tablet, or any electronic form of internet-based information not authorized during any course activity or any assessments of academic experiences.
4. Communicating or sharing any information or materials found on exams, quizzes, assessments or any materials assigned within the course that are to be completed independently.

B. Plagiarism

Plagiarism can be defined as, but not limited to, the following:

1. The use of other sources created by an individual, group, institution, or any other source without proper attribution. Credit must be given to the creator using any formal writing format that outlines sourcing.

C. Fabrication and or Falsification

Fabrication or falsification can be defined as, but not limited to, the following examples:

1. Falsifying or inventing any information on any documentation that was true to evidence of an act.
2. The change or manipulation of any record or document so that no evidence of act exists.
3. Communicating false or misleading information to any faculty member, employee, or affiliate for personal gain.
4. Forging signatures.

D. Aiding /Abetting of any form of academic dishonesty

Aiding in or knowledge of any form of academic dishonesty can be defined as, but not limited to, the following examples:

1. Sharing or allowing another student to copy any materials for course work.
2. Knowledge of others' academic dishonesty and withholding information.

DISCIPLINARY PROCEDURE

If an act(s) of academic dishonesty is/are determined by faculty, the academic dishonesty form will be initiated by the faculty and the following steps will be initiated:

1. Faculty will email the Vice President of Enrollment Management and Student Success to determine if prior instances of academic dishonesty are on record for student in question. The Vice President of Enrollment Management and Student Success shall maintain a record of all acts of academic dishonesty.
2. Faculty will notify the dean to place a "HOLD" on the student's record. The hold will prevent the student from withdrawing during the review. (If the charge of academic dishonesty is set aside, the student may withdraw from the course, following the withdrawal procedures for the time period of the initial incident).
3. Faculty will provide level of severity of the action on the Academic Dishonesty Report Form and send to the Dean and Vice President of Enrollment Management and Student Success. (All evidence and correspondences between faculty and student should be

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included with form that goes to the Department of Enrollment Management and Student Success.) Student will have (7) days to complete Academic Dishonesty Form and provide supporting documentation (agreeing/disagreeing with Faculty recommendations) and return to Vice President of Enrollment Management and Student Success to initiate arbitration process.

4. Meeting is set up between student and Vice President of Enrollment Management and Student Success to discuss incident. Arbitration process begins with faculty and student input. As a result of arbitration, the Vice President will inform the student and faculty of the discussed outcome. If either disagrees, the process will move to trial.

#### APPEALS PROCEDURE

*(Procedural timelines may be waived by the Vice President in the interest of facilitating due process and fairness).*

If the student or faculty are dissatisfied with the arbitrated outcome,

1. The Vice President shall appoint an appeals committee composed of two (2) students, two (2) faculty members, and an administrator to hear the appeals. The appointed administrator shall chair the committee. The Vice President and the faculty member making the charge shall not serve on the committee.
2. The committee will be charged with upholding the instructor's original recommendation, or agree upon a new disciplinary outcome. The committee's determination shall be final and binding.
3. Debriefing can be requested by either party with the Vice President of Enrollment Management and Student Success, which can serve as a learning opportunity.

ACADEMIC DISHONESTY REPORT FORM

Directions: Please review the Academic Dishonesty Procedures before completing this form. The faculty member should complete part A and then have the student complete part B.

**A. FACULTY MEMBER**

1. Faculty will email the Vice President of Enrollment Management and Student Success to determine if prior instances of academic dishonesty are on record for student in question. The Vice President of Enrollment Management and Student Success shall maintain a record of all acts of academic dishonesty

Attached: \_\_\_\_\_ Date of email: \_\_\_\_\_

2. HOLD placed on students record.

Date hold placed: \_\_\_\_\_

3. Nature of Incident

Describe the specifics of the act of academic dishonesty, including, if possible, dates, names of witnesses, or other information which may be useful in a review of this matter. Additional pages may be attached to this form as necessary.

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2. Faculty Recommended Disciplinary Action

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Faculty Name \_\_\_\_\_

Academic Division \_\_\_\_\_

Semester, Year \_\_\_\_\_

Course \_\_\_\_\_

Faculty Signature \_\_\_\_\_

Date \_\_\_\_\_

Date submitted: \_\_\_\_\_

**B. STUDENT SECTION**

Student Name \_\_\_\_\_

Student ID Number \_\_\_\_\_

Please complete items 1 and 2 below, sign and date this form. Return to Faculty within (7) days. If your answer to item 1 or 2 is “no”, you are encouraged to explain your reasons and rationale on a separate document. You are afforded the right to present any evidence on your behalf in this matter for full review.

1. I agree that the description of the act of academic dishonesty as stated above is accurate.

Yes \_\_\_\_\_ No \_\_\_\_\_

2. I agree with the recommended disciplinary action stated.

Yes \_\_\_\_\_ No \_\_\_\_\_

Student Statement and supporting evidence (student may attach additional document/evidence). Student to submit all completed documentation to Vice President of Enrollment Management and Student Success to initiate arbitration process.

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Note: Once the faculty member recommends disciplinary action, the student shall not be permitted to withdraw from the course until the review process is completed. If the charge of academic dishonesty is set aside, the student may withdraw from the course, following the withdrawal procedures for the time period of the initial incident.

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Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**C. Vice President of Enrollment Management and Student Success**

Arbitration Meeting Date: \_\_\_\_\_

Arbitration Outcome: \_\_\_\_\_

\_\_\_\_\_

Arbitration mutually agreed upon by faculty and student:

Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, both parties sign in agreement:

Faculty \_\_\_\_\_

Student \_\_\_\_\_

Date: \_\_\_\_\_

If no, appeals hearing date: \_\_\_\_\_

APPEALS PROCESS REPORT FORM

Instructions: Please initiate this form when the appeals process is initiated. This form is to be completed and serve as record of the due process that transpired.

Date of Appeal: \_\_\_\_\_

VP Appoints Members of Appeals Committee:

Student 1: \_\_\_\_\_

Student 2: \_\_\_\_\_

Faculty 1: \_\_\_\_\_

Faculty 2: \_\_\_\_\_

Admin as Chair of Committee:

\_\_\_\_\_

Outcome of Appeals Committee final and binding:

\_\_\_\_\_

Date of final outcome: \_\_\_\_\_

**Documentation Procedure:**

1. Vice President of Enrollment Management and Student Success office informs the registrar of above outcome and appropriately documents the case in the disciplinary tracking folder.

Date completed: \_\_\_\_\_

2. Registrar documents any recommended or outcome changes in student grades and or student status.

Date completed: \_\_\_\_\_

3. Faculty and Student Notification of Final Outcome:

Date: \_\_\_\_\_

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Faculty Signature: \_\_\_\_\_

Student Signature: \_\_\_\_\_

Appeals Committee Signatures:

Student 1 Signature: \_\_\_\_\_

Student 2 Signature: \_\_\_\_\_

Faculty 1 Signature: \_\_\_\_\_

Faculty 2 Signature: \_\_\_\_\_

Admin as Chair of Committee Signature: \_\_\_\_\_