

2.4 ACADEMIC HONESTY

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Academic honesty or integrity requires honest and responsible scholarship. The College regards academic dishonesty or misconduct on the part of students as unacceptable behavior that could result in sanctions up to and including dismissal.

Academic Dishonesty or Misconduct – is any type of cheating which includes, but is not limited to: plagiarism, fabrication, deception, bribery, sabotage, impersonation, and “cribbing” that occurs in relation to any academic exercise.

Definitions

Plagiarism – unacknowledged borrowing or duplication of another author’s words or ideas whether intentional or not. Examples include but are not limited to:

- a. Text without quotation marks or proper documentation
- b. With documentation but without quotation marks or correct quotation format
- c. In paraphrase without proper documentation
- d. Copy files or lend your homework or answers to a graded assignment to another student
- e. Copy answers on exams or glance at nearby exams

Fabrication – The falsification of data, information, or citations.

Deception – Providing false information to an instructor concerning a formal academic exercise. Examples include but are not limited to:

- a. Giving a false excuse for missing a deadline
- b. Falsely claiming to have submitted work
- c. Turn in assignments that have been used in other classes

Bribery or paid services – Giving or taking assignment answers or test answers for money. Purchase or sell assignments, papers, or exam materials.

Sabotage – Acting to prevent others from completing their work.

Impersonation – Assuming a student’s identity with intent to provide an advantage for the student. Examples include but are not limited to:

- a. Complete work for another student
- b. Have another student complete your work

Cribbing – Illegal sources of information used in tests, including but not limited to:

- a. Answers in microprint (hidden inside pens, drink bottles, etc.)
- b. Answers written on parts of the body that can be hidden
- c. Text messages, screen shots, or other forms of technology not permitted during a test

Sanctions

Sanctions – the privilege of withdrawal without academic penalty will be denied to students who cheat or plagiarize.

Every incident of academic dishonesty or misconduct must be reported to the Vice President of Academic Affairs by the faculty member. Faculty

can access the form to report academic dishonesty by a student under the “Faculty Tab” in delaGATE. It is in the Provost Channel as one of the options listed under “General Forms”. Faculty should make their Dean, Assistant Dean, or Site Director aware that they are submitting a form for academic dishonesty. These incidents will be kept in a confidential file by the Vice President of Academic Affairs so that a record of the number of infractions per student is available when reports are made. This file will not be generally available for faculty review.

First Violation – The faculty member completes the Academic Dishonesty form and gives the student an “F”/zero on the paper, assignment or examination in question. This action could result in a final grade for the course at least one letter grade lower than it otherwise would have been.

Second Violation – A second infraction in either the same or another course results in an automatic “F” in the course in which the second infraction occurred. The student is barred from further class participation. The dean meets with the student involved and apprises him/her of the consequences.

Third Violation – A third infraction is grounds for dismissal from the College. The student involved must appear for a hearing before the Student Conduct and Discipline Committee. Hearing procedures include the basic elements of due process as outlined in the Student Code of Conduct. The Committee submits recommendations to the provost.

Review and Appeal (*for First and Second Infractions*) – If the student believes he/she has been unjustly treated or over-penalized an appeal may be requested:

1. The first level of appeal is to the dean in writing.
2. The next level of appeal is to the provost.
3. Further appeal can be made by submitting a written request for a review of the case to the Student Conduct and Discipline Committee.