

ADMINISTRATIVE PROCEDURE 594
ACADEMIC DISHONESTY

I. PURPOSE

The purpose of this Administrative Procedure provides a consistent definition of academic dishonesty, describes a process for dealing with dishonesty, and establishes a consistent set of disciplinary actions which may be imposed for such misconduct. Statements defining academic dishonesty will be available online .
(College Policy 594, Academic Dishonesty)

II. DEFINITIONS

Academic dishonesty is defined as an intentional act of deception in which a student seeks to claim credit for the work or effort of another person, or uses unauthorized material or fabricated information in any academic work. It includes, but is not limited to:

- A. Cheating – giving or receiving answers on assigned material, using materials or aids forbidden by the instructor, unauthorized possession of examinations, or any other intentional use or attempted use of unauthorized materials, information, or study aid.
- B. Plagiarism – the offering of someone else’s work, words, or idea as one’s own or using material from another source without acknowledgement.
- C. Interference – interfering without permission with the work of another student either by obtaining, changing or destroying the work of another student.
- D. Buying or selling of term papers, homework, examinations, laboratory assignments, computer programs, etc.
- E. Falsifying of one’s own or another’s academic records, or falsifying of admissions, registration, or other related college materials.
- F. Knowingly assisting someone who engages in A-E above.

III. PROCEDURES

- A. A statement shall be included in each course syllabus regarding academic dishonesty and the disciplinary actions that can result. Penalties for students found to have committed academic dishonesty include but may not be limited to the following:
 - 1. Faculty may impose the following disciplinary actions within the context of a course,
 - a. lowering of a grade or failure for a particular assignment,

- b. lowering of a grade in the course,
 - c. failure and/or dismissal from the course.
 - 2. The faculty member may recommend to the campus academic dean more serious measures be imposed within the context of the College. The academic dean may impose more serious measures upon the recommendation of the faculty member based on his or her own evaluation, including disciplinary probation, which may include a limitation on credits, mandatory repeat of a course, or suspension from a curriculum.
 - 3. The campus academic dean may recommend to the Chief Academic Officer (CAO) that the student be suspended from the College.
 - 4. The CAO may suspend the student from the College for a period of one semester or more.
- B. When the lowering of a grade or failure for a particular assignment is to be imposed, faculty are to indicate to the student the disciplinary action to be imposed within the context of the course. The faculty member may choose to document and/or report the incident. For incidents resulting in the disciplinary action of the lowering of a grade in the course or a failure and/or dismissal from the course, faculty must report the incident to his or her campus academic dean within 5 business days upon discovery of the dishonest act.
- C. An incident brought to the academic dean by a student shall be governed by the procedures in AP 663, Appeal of Academic Decisions
- D. When a faculty member reports an incident of academic dishonesty to his/her academic dean, that dean shall document the incident within five business days and send a letter to the student and faculty member and CAO, outlining the disciplinary action and explaining the option to appeal this action as outlined in AP 663, Appeal of Academic Decisions.