

**Statement on Academic Dishonesty**

Monroe County Community College expects students to be honest and maintain integrity in all of their academic work, as well as maintain 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.

The MCCC Board of Trustees hereby directs college administration to maintain a procedure for reporting instances of Academic Dishonesty and ensuring due process.

**Procedure 3.10(a)**  
**Academic Dishonesty Disciplinary Procedure and Reporting Forms**

**Definition of Academic Dishonesty**

Academic dishonesty is any behavior, intentional or unintentional, that involves receiving or giving unauthorized assistance in an academic exercise or receiving credit for work that is not one's own.

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

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

**Categories of Academic Dishonesty:**

**A. Cheating**

Cheating is defined as, but not limited to, the following:

1. Submitting academic work of another as your own.
2. The use of any sources or materials not authorized by faculty for academic work.
3. The use or possession of devices not authorized by faculty for academic work.
4. Students cannot use any automated technology, e.g. AI, to generate academic work and claim it as their own authentic work, unless provided specific permission by their course instructor (please check for specific technology requirements and permissions in course syllabus). Students who submit unauthentic work are considered academically dishonest and will need to complete the process for academic dishonesty <link to academic dishonesty policy>.
5. Communicating or sharing any information or materials found on exams, quizzes, assessments, or any materials assigned within the course that are to be independently completed.

**B. Plagiarism**

Plagiarism shall be defined as using other sources created by individuals, groups, institutions, artificial intelligences, machine learning tools, or any other sources for the purpose of presenting material and ideas as your own.

**C. Fabrication and/or Falsification**

Fabrication and/or falsification shall include, but not limited to, the following:

1. Forging signatures.
2. Creating and/or communicating false or misleading content to any faculty member, employee, or affiliate.
3. The change or manipulation of any record or document.

**D. Aiding and Abetting any form of academic dishonesty**

Aiding and Abetting shall be defined as, but not limited to, the following:

1. Sharing or allowing another student to copy class materials for coursework.
2. Withholding knowledge of others' academic dishonesty.

E. Academic Dishonesty, Not Otherwise Specified

The College reserves the right to define other categories of academic dishonesty as needed on a case-by-case basis.

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. The Faculty will address the act of academic dishonesty with the student.
  - If the Faculty and the student agree that no infraction occurred, the issue is resolved. Faculty will notify the respective Dean of the meeting and resolution. The Dean will forward the information on to the Vice President of Enrollment Management and Student Success (VPEMSS).
  - If the Faculty concludes that academic dishonesty took place GO to step 2.
2. Faculty will email their Dean to determine if prior instances of academic dishonesty are on record for student in question and the Dean will immediately place a "Hold" on the student's record. The Hold will prevent the student from withdrawing during the review. The student must continue to attend and complete course work as long as the Hold is on their account.

If the charge of academic dishonesty is set aside, the student may either remain enrolled in the course, or they may withdraw from the course provided the initial Faculty allegation of Academic Dishonesty occurred before the last day to withdraw.
3. Faculty will complete Section A of the Academic Dishonesty Disciplinary Procedure Form (see Appendix) and submit the document to their Dean.
4. The Dean will schedule a meeting with the student and one of two outcomes may occur:
  - If during the meeting the student concurs with the finding and recommended disciplinary action, the document is signed by the student, recorded by the Dean, and the Hold is released. The Dean will report the outcome to the VPEMSS.
  - If the student disagrees, the student must complete and return STUDENT Section B of the Academic Dishonesty Disciplinary Procedure Form (see Appendix) to the Dean within five academic days (Monday – Friday when college is open) and then proceed to Step 5. If the student fails to return the document within five business days (days the college is open, the faculty findings and recommendations are upheld and the case is closed.
5. If the student disagrees with either the faculty description of academic dishonesty or the recommended disciplinary action, the Dean mediates with faculty and student to try to come to a resolution. Upon completion of mediation:
  - If a mediated outcome is agreed to by both Faculty and Student, the Dean completes Section C of the Academic Dishonesty Disciplinary Procedure Form (see Appendix) and

both Faculty and Student will sign the form. The Dean records the official finding and releases the student Hold. The Dean will forward the outcome to the VPEMSS.

- If a mediated outcome is not agreed to, the Dean completes Section C of the Academic Dishonesty Disciplinary Procedure Form (see Appendix) and forwards the case to the VPEMSS to establish an Appeal Hearing.

### **Appeals Hearing**

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

If the student or faculty is dissatisfied with the mediation outcome:

1. The VPEMSS shall appoint an Appeals Hearing Committee composed of two (2) students, two (2) faculty members, with one faculty member being from the same division as the faculty member making the charge, and an administrator to hear the appeals. The appointed administrator shall chair the committee. The respective department Dean, and the faculty member making the charge, shall not serve on the committee.
2. The committee will be tasked with upholding the instructor's original recommendation or agree upon a new disciplinary outcome. The committee's determination shall be final and binding.

**Appendix**  
**Academic Dishonesty Disciplinary Procedure Form**

**A. FACULTY MEMBER**

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

Date Hold placed: \_\_\_\_\_

**1. Incident(s) of Academic Dishonesty:**

Describe the specifics of the act of academic dishonesty, including, if possible, dates, names of witnesses, or other information **that** 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 \_\_\_\_\_

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

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

Course \_\_\_\_\_

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

**B. STUDENT SECTION**

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

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

Please complete items 1 and 2 below and sign and date this form. Return to the Dean within (5) academic 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 the appropriate Academic Division Dean to initiate mediation 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 either remain enrolled in the course, or they may withdraw from the course provided the initial Faculty allegation of Academic Dishonesty occurred before the last day to withdraw.

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

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

**C. Dean Mediation**

Mediation outcome: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Mediation mutually agreed upon by faculty and student:

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

If yes, both parties sign in agreement:

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

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

If no, forward all documentation to the Vice President of Enrollment Management and Student Success. Inform parties they will be contacted by the Office of the Vice President of Enrollment Management and Student Success to schedule an Appeals Hearing.

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**To be completed by the Office of the Vice President of Enrollment Management and Student Success:**

Date of referral to the Office of the VP of Enrollment Management and Student Success: \_\_\_\_\_

Date documentation forwarded to the VP of Enrollment Management and Student Success: \_\_\_\_\_

Date of Appeals Hearing: \_\_\_\_\_

Date Student was informed of the scheduled Appeals Hearing: \_\_\_\_\_

Date Faculty was informed of the scheduled Appeals Hearing: \_\_\_\_\_

**APPEALS HEARING PROCESS REPORT FORM**

This form will serve as the official record of the proceedings. Appeals hearings are MCCC internal processes. Participation by individuals or groups not employed or enrolled at MCCC is not permitted. Exceptions are only permitted with prior authorization from the President or Presidential Designee.

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

Primary Parties:

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

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

VP Appointed Members of the Appeals Hearing Committee:

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

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

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

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

Administrator Chair of Committee: \_\_\_\_\_

Other Attendees (if applicable):

Name: \_\_\_\_\_ Reason for attendance: \_\_\_\_\_

Name: \_\_\_\_\_ Reason for attendance: \_\_\_\_\_

Appeals Hearing Committee Decision (final and binding):

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Date of Decision: \_\_\_\_\_

**Appeals Hearing Committee Signatures:**

We, the undersigned, confirm our participation in the Appeals Hearing and the resultant decision.

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

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

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

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

Administrator Chair of Committee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Documentation and Notification Procedure:**

1. Faculty and Student Notification of the decision of the Appeals Hearing Committee by the Vice President of Enrollment Management and Student Success. Debriefing can be requested by either party with the Vice President of Enrollment Management and Student Success.

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

Acknowledgement of notification of the decision:

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

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

2. Vice President of Enrollment Management and Student Success office informs the Dean and Registrar of the above decision and appropriately documents the case in the disciplinary tracking folder.

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

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

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