

ACADEMIC DISHONESTY PROCEDURES

STATEMENT ON ACADEMIC HONESTY

The College expects students to be honest in all academic work and maintain their own integrity as well as the academic integrity and reputation of their institution. Students who seek to better their records in dishonest ways demean themselves and show a lack of regard for others. Instead, students should take full advantage of the opportunities offered by the College to ensure that their time here is well-spent, their experience is productive, and their academic credentials are valuable. Students who do this will be better prepared for future endeavors and are more likely to meet with success in a world in which their performance will be the main criterion of recognition and advancement.

Acquisition of knowledge and the development of the skills necessary for success in one's chosen field are among the aims of education. Academic dishonesty is inconsistent with those aims and will not be tolerated. Academic dishonesty is an intentional act of fraud in which a student seeks to claim credit for the work or efforts of another without authorization, or uses unauthorized materials or fabricated information in any academic exercise. The College considers academic dishonesty to include forgery of academic documents, intentionally impeding or damaging the academic work of others, or assisting other students in acts of dishonesty. It is the student's responsibility to know what constitutes academic dishonesty. If a student is unclear whether a particular act constitutes academic dishonesty, he or she should consult with the instructor of the class involved.

Any act of Academic Dishonesty will result in disciplinary action by the College. The maximum penalty under the provisions of this policy is permanent expulsion from the College. Disciplinary action will be determined according to the severity of the infraction as recommended by the faculty member and sanctioned by the College administration.

DISCIPLINARY PROCEDURE

1. All acts of academic dishonesty, based on the instructor's determination of probable cause*, must be reviewed with the appropriate Academic Dean. After the review, the Dean will notify the Vice President of Student and Information Services, and the faculty member will submit the Academic Dishonesty Report Form to the Vice President of Student and Information Services, the student, and the Dean. Upon receipt of notification, the Vice President of Student and Information Services will place an academic hold on the student record. The hold will prevent the student from withdrawing during the review.

After the student acknowledges receipt of the Academic Dishonesty Report Form (by signature, returned e-mail, registered mail receipt), he/she will have ten (10) days to respond to the charge and recommended penalty. In the event the student fails to respond, and if the Vice President of Student and Information Services accepts the recommended disciplinary action, the student waives the right to an appeal.

2. The faculty member reporting an act of academic dishonesty may recommend expulsion from the College or program, or a lesser disciplinary action such as a failing grade on the test, paper, project, etc., or a failing grade in the course. In all cases of academic dishonesty, the proportionality of the sanction is to be considered relative to the incident. Sanctions less than expulsion should be based on a preponderance of the evidence**, whereas expulsion from the College or a program should be based on clear and convincing evidence***.

3. The Vice President of Student and Information Services shall make available an opportunity for consultation with both parties. Following consultation (if desired by either or both parties), the Vice President shall inform in writing the faculty member and student of his/her acceptance, rejection or modification of the disciplinary recommendation within seven (7) days of the deadline to appeal.
4. The Vice President shall inform both parties of the appeal/due process available.
5. The Vice President shall maintain a record of all acts of academic dishonesty.
6. 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.
7. Procedural timelines may be waived by the Vice President in the interest of facilitating due process and fairness.

APPEALS PROCEDURE

1. A student subject to disciplinary action for academic dishonesty or the faculty member who reported the act of academic dishonesty, may appeal the decision of the Vice President of Student and Information Services as to whether academic dishonesty did or did not take place. Neither the student nor the faculty member can appeal the disciplinary action or sanction as rendered by the Vice President. The appeal must be made to the Vice President's office within seven (7) days of notice of the Vice President's decision.
2. 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.
3. If it is the Vice President's decision that academic dishonesty has occurred, and the student appeals, the committee shall determine whether the student has committed academic dishonesty. If the committee determines the student has not committed academic dishonesty, all disciplinary action shall be rescinded. If the committee determines the student has committed academic dishonesty, the Vice President's disciplinary action shall stand. The committee's determination shall be final and binding.
4. If the Vice President determines that the charge of academic dishonesty has not been proven, the faculty member may appeal the decision. If the appeals committee (see item 2) determines that an act or acts of academic dishonesty has been proven, the committee shall, by majority vote, determine the appropriate sanction. The committee's determination shall be final and binding.

*Probable cause: reason to believe, based on reliable information, that academic dishonesty has occurred and that a particular student has committed an act of academic dishonesty.

**Preponderance of the evidence: burden of proof has been established by evidence which outweighs the evidence against.

***Clear and convincing evidence: the evidence must satisfy that the proposition has been established with a high degree of probability.

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. Nature of Incident

Describe 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.

2. Recommended Disciplinary Action

Faculty Name _____

Academic Division _____

Semester, Year _____

Course _____

Faculty Signature _____

Date _____

B. Student Name _____

Student ID Number or Social Security Number _____

Please complete items 1 and 2, sign and date this form. If your answer to item 1 or 2 is no, you are encouraged to explain your reasons on a separate sheet of paper and submit them to the office of the Vice President of Student and Information Services in the Administration Building. You are afforded the right to present any evidence on your behalf in this matter to the Vice President either in written form or in person.

If your answer to items 1 and 2 is yes, and if the Vice President accepts the recommended disciplinary action, you waive the right to appeal.

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 _____

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.

Student Signature _____

Date _____