
TOPIC:	Policy Number
Academic Integrity and Honesty - Procedures	D17

Examples of cheating include but are not limited to:

1. Claiming another student's work as your own.
2. Receiving assistance from unauthorized electronic devices (including Artificial Intelligence), notes or other material on an assignment, quiz, or exam.
3. Obtaining exam questions illegally before an exam or tampering with an exam after it has been corrected. Unauthorized access to an exam does not include obtaining copies of exams given in previous semesters and returned to students, but it does include sharing information about an unreturned exam between a student in an earlier section of class and a student in a later section.
4. Submitting the same paper in multiple classes without instructor permission.

Examples of plagiarism include but are not limited to:

1. Failing to cite sources used for quotations, paraphrases, summaries and borrowed ideas in both the body of the text and on a works cited or references page.
2. Failing to enclose borrowed language in quotation marks.
3. Failing to credit unpublished sources as well as published sources.
4. Submitting one's own or others previously graded works as original works.

Examples of unauthorized collaboration include but are not limited to:

1. Offering your work to another student to use.
2. Working with others to complete homework assignments, quizzes, exams, or any other class activity without instructor permission.

Examples of falsification include but are not limited to:

1. Forgery or alteration of any documents pertaining to an academic record.
2. Fabricating, in any form, material or work related to a student's academic pursuit.
3. Misrepresenting your identity or asking another student to take an examination or complete any graded activity.
4. Signing in another student's name on attendance sheets or logging another student's code into a computer tracking system.
5. Fabricating stories about work completed.

Adopted:	Revised	Revised	Revised	Revised/Reviewed	Revised/Reviewed
4/26/11	12/2/21	10/18/22	5/16/23		

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DISCIPLINARY ACTION

Students who violate academic integrity standards must accept the consequences and/or penalties for their actions. Infractions of these rules will result in action by the instructor and/or administration of the college.

An instructor may impose any of, but is not limited to, the following penalties:

1. Counsel the student on academic dishonesty and plagiarism.
2. Ask the student to re-do the assignment.
3. Alter the grade or give zero points on the assignment.
4. Ask the student to withdraw from the class.
5. Give an "F" for the class.
6. Give an "XF" for a first or second violation of academic integrity in a class after conference with Division Dean or VPAA.

Instructors are to report violations of academic integrity by completing the Academic Integrity Log Reporting Form (located in Department Canvas shells and in the procedure) and forwarding it to the appropriate dean. The dean will then add the information to the Academic Integrity Log.

Students committing three or more violations (unless superseded by department guidelines) will be reported by the Division Dean to the Vice President for Academic Affairs. The Vice President or their designee may impose any of, but is not limited to, the following penalties:

1. Place the student on academic probation.
2. Suspend or expel the student from the institution.
3. Have an "XF" permanently placed on the student's transcript indicating that the student failed the course because of violations of academic integrity.

Students accused of any violations may defend or contest accusations and are assured due process and the right to appeal accusations or penalties (see Procedure D19).

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