

POLICY

1. Academic dishonesty includes, but is not limited to, plagiarism, cribbing, fabrication, misrepresentation, unauthorized collaboration, and/or cheating on any academic assignment submitted for a course as well as identity fraud in any face-to-face or distance learning course, exam, or academic exercise. Any student aiding another student in any form of academic dishonesty is considered equally guilty and subject to the same penalties.
2. Faculty shall inform their students about the importance of complete honesty in all academic work as it is understood within the academic discipline of the course. Departments may establish discipline specific-definitions of academic dishonesty to guide the Academic Affairs Committee on Integrity in the implementation of Procedure #5180.
3. For a reported and determined incident of academic dishonesty, the maximum academic penalty that a faculty member may assign is a course grade of "F" and, in the case of the final course grade of "F", the student shall be administratively withdrawn from the course. This report shall be in the student's disciplinary record.
4. The Vice President of Student Affairs may take further disciplinary action(s) against the student, with a maximum disciplinary penalty of expulsion from the College. This sanction shall be in the student's disciplinary record, according to Policy #5247, Conduct - Student Discipline.
5. Any student may appeal, in writing, the determination of academic dishonesty or the assigned academic penalty to the Vice President of Academic Affairs.
6. Students may refer to Procedure #5180 for appeal procedures.

ADOPTED: May 24, 1971	Revised: February 28, 2000
Revised: January 12, 1976	Revised: November 20, 2000
Revised: June 27, 1977	Revised: May 23, 2005
Revised: March 23, 1992	Revised: April 27, 2009
Revised: April 22, 1996	Revised: January 24, 2011

PROCEDURE

1. When a faculty member makes formal charges against a student involving academic dishonesty on any assignment, the faculty member shall report the charges to the department dean in writing.
2. Upon receipt of the written charges from the faculty member, the dean shall (1) consult with the faculty member, (2) send a copy of Procedure #5180, Academic Dishonesty to the student for the student's review, and (3) convene a meeting with the faculty member and the student to explain to the student the charges of academic dishonesty brought by the faculty member.
3. Until the faculty member and the dean resolve the matter, the student will not receive a grade on the assignment in question or if the incident occurs at the end of the semester, the faculty member will assign a course grade of "Incomplete."
4. Upon determination by the faculty member and the dean that a student has engaged in an academically dishonest activity, and when the student declines to appeal this decision, the faculty member may assign the maximum academic penalty of a final course grade of "F" and, in the case of the final course grade of "F", the dean shall implement the administrative withdrawal of the student from the course. The dean shall notify the student, the faculty member, the Vice President of Academic Affairs, and the Vice President of Student Affairs in writing of the decision. The Vice President of Student Affairs may take further disciplinary action against the student in accordance with Policy #5247, Conduct - Student Discipline.
5. If the student chooses to appeal the decision or penalty of academic dishonesty made by the dean and faculty member, he/she must do so in writing to the Vice President of Academic Affairs.
6. Upon receipt of the student's written appeal, the Vice President of Academic Affairs shall convene and chair the Academic Affairs Committee on Academic Integrity. This committee shall be appointed by the Vice President of Academic Affairs and shall consist of three faculty members, two from within the discipline and one faculty member from outside of the discipline or the department (excluding the faculty member involved in the case). The student making the appeal and the faculty member and dean who assigned the academic penalty may appear before the committee. The Academic Affairs Committee on Academic Integrity will make a decision on the student's appeal.
7. The Vice President of Academic Affairs shall send copies of the final decision to the student making the appeal, the faculty committee members, the faculty member who assigned the academic penalty, the dean, and the Vice President of Student Affairs. The Vice President of Student Affairs may take further disciplinary action against the student in accordance with Policy #5247, Conduct - Student Discipline.
8. When it is determined that a student has not engaged in academic dishonesty, the student shall be allowed to continue the course without penalty.
9. All procedures within this document will be completed in a timely manner.

ADOPTED: May 25, 1971

Revised: February 25, 1974

Revised: January 12, 1976

Revised: February 26, 1996

Revised: April 30, 1996

Revised: April 25, 2000

Revised: November 20, 2000

Revised: May 24, 2005