



ACADEMIC HONESTY POLICY

The principles of truth and honesty are expected to be followed in all academic endeavors. This assumes that all work will be done by the person who purports to do the work without unauthorized aid. Students are expected to be well-motivated and constructive in their pursuit of learning in the instructional situation.

College attendance is a privilege, not a right; students, by the act of registration, accede to the College the right to require the withdrawal of any student at any time when it is necessary to safeguard the College's ideals of scholarship and character and to secure compliance with its regulations.

Academic dishonesty is a behavioral misconduct. All students should be familiar with the College's policy on Academic Honesty. Copies are available in the Office of the Vice President for Enrollment Management/Student Services (Berks Hall, Room 127) and the Office of the Vice President of Academic Affairs (Berks Hall, Room 315).

Faculty should acknowledge the College Policy on Academic Honesty as a component of the course syllabus. In the event of an alleged violation of the Academic Honesty Policy, individual instructors are responsible for completing the "Violation of Academic Honesty Policy Incident Report" form and forwarding copies to the student, the Instructor's Division Chair, and the Vice President for Enrollment Management/Student Services. The Vice President for Enrollment Management/Student Services will maintain a central file and monitor all policy violations.

Academic dishonesty shall include, but not be limited to, the following:

I. Plagiarism

Plagiarism is the inclusion of someone else's words, ideas or data as one's own work. When a student submits work for credit that includes the words, ideas or data of others, the source of that information must be acknowledged through complete, accurate, and specific references, and, if verbatim statements are included, through the use of quotation marks as well. By placing his/her name on work submitted for credit, the student certifies the originality of all work not otherwise identified by appropriate acknowledgements. Plagiarism covers unpublished as well as published sources. Examples of plagiarism include but are not limited to:

- A. Quoting another person's actual words, complete sentences or paragraphs, or entire piece of written work without acknowledgment of the source.
- B. Using another person's ideas, opinions or theory, even if it is completely paraphrased in one's own words without acknowledgement of the source.
- C. Borrowing facts, statistics, or other illustrative materials that are not clearly common knowledge without acknowledgement of the source.
- D. Copying another student's essay test answers.
- E. Copying another student's written work and submitting it, in part or in it's entirely as one's own.
- F. Copying or allowing another student to copy, a computer file that contains another student's assignment,

and submitting it, in part or in its entirety, as one's own.

- G. Working together on an assignment, sharing the computer files and programs involved, and then submitting individual copies of the assignment as one's own individual work when such collaboration has not been expressly permitted.

II. Fabrication

Fabrication is the intentional use of invented information or the falsification of research or other findings with the intent to deceive. Examples include, but are not limited to the following:

- A. Citation of information not taken from the source indicated. This may include the incorrect documentation of secondary source materials.
- B. Listing sources in a bibliography not directly used in the academic exercises.
- C. Submitting in paper, thesis, lab report or other academic exercise, falsified, invented, or fictitious data or evidence, or deliberate and knowing concealment or distortion of the true nature, origin, or function of such data or evidence.
- D. Submitting as one's own any academic exercises (e.g., written work, printing, sculpture, etc.) prepared totally or in part by another.

III. Cheating

Cheating is an act or an attempted act of deception by which a student seeks to misrepresent that he/she has mastered information on an academic exercise that he/she has not mastered. Examples may include:

- A. Copying from another student's test paper.
- B. Allowing another student to copy from a test paper.
- C. Using the course textbook or other material such as a notebook brought to a class meeting but not authorized for use during a test.
- D. Collaborating during a test with any other person by receiving information without authority, or collaborating with others on projects where such collaboration is expressly forbidden.
- E. Using or possessing specifically prepared materials during a test, e.g., notes, formula lists, notes written on the student's clothing, etc. that are not authorized.
- F. Taking a test for someone else or permitting someone else to take a test for you.

IV. Other Misconduct

Other misconduct shall include, but not be limited to, the intentional violation of College policies, by tampering with grades, or taking part in obtaining or distributing any part of an unadministered test. Examples include but are not limited to:

- A. Stealing, buying, or otherwise obtaining all or part of an unadministered test.
- B. Selling or giving away all or part of an unadministered test including answers to an unadministered test.
- C. Bribing any other person to obtain an unadministered test including answers to an unadministered test.

- D. Entering a building or office for the purpose of changing a grade in a grade book, on a test, or on other work for which a grade in a grade book, on a test, or on other work for which a grade is given.
- E. Changing, altering, or being an accessory to the changing and/or altering of a grade in a grade book, on a test, a “change of grade” form or other official academic records of the College which relate to grades.
- F. Entering a building or office for the purpose of obtaining an unadministered test.
- G. Continuing to work on an examination or project after the allotted time has elapsed without permission of the instructor.

V. Enforcement, Administration, and Penalties

Notwithstanding any other provisions of the Student Bill of Rights and Responsibilities, the procedures in this section apply to cases involving academic dishonesty:

- A. The instructor confers with the student or students suspected of academic dishonesty. The student is advised of the suspected infraction and the reasons why academic dishonesty is suspected. The student is given an opportunity to admit or deny the academic dishonesty. If the academic dishonesty is not admitted, the instructor may make a finding, based on substantial evidence as to whether or not the student committed academic dishonesty.
- B. In making such a finding, the instructor considers all credible evidence, including, but not limited to the instructor’s own observations and those of others, any materials which the student may have been using or attempting to use, and any documents or assignments submitted by the student. The instructor shall give the student an opportunity to be heard, to furnish evidence in rebuttal, and to explain any actions.
- C. If academic dishonesty is not admitted, and the evidence is insufficient for the instructor to find that a student committed academic dishonesty; the instructor has the right to give a student a substitute assignment if the instructor believes that the grade on the original assignment is not truly representative of the student’s work.
- D. If academic dishonesty is admitted or if the instructor determines that a student has committed academic dishonesty, the instructor may take one of the following actions pending appeals in accordance with this policy:
 - 1. assign a grade of zero (0) for the assignment;
 - 2. assign a grade of “F” for the assignment;
 - 3. give the student a substitute assignment;
 - 4. make a proportional reduction of grade for the assignment;
 - 5. assign a grade of “F” for the course;
 - 6. in instances of a more serious nature, assign responsibility for the appropriate sanction(s) to the Vice President for Enrollment Management/Student Services.
- E. In addition to the actions taken under section V, D, 1-5, the instructor may refer the matter to the Vice President for Enrollment Management/Student Services:
 - 1. for further disciplinary proceedings by a committee composed of the Vice President for Enrollment Management/Student Services, a faculty member appointed by the Academic Affairs Committee of the College Council, and a student appointed by the Student Government Association; or
 - 2. Vice President for Enrollment Management/Student Services for other appropriate action.

- F. If the instructor imposes sanctions (V, D, 1-5) he/she must notify the student in writing of any findings made and of the action taken within seven (7) regular class days (exclusive of Saturdays). This notification shall be accomplished by completing the "Violation of Academic Honesty Policy Incident Report." This notice contains a brief statement of the reasons for the decision. The notice may be delivered in person, or may be sent by certified mail to the student's last known address, which appears in the files of the Student Records Office. A copy of this notice is sent to the Vice President for Enrollment Management/Student Services to be retained for reference purposes.
- G. The student is entitled to appeal the instructor's findings, and/or the action(s) taken by the instructor. This appeal must be submitted in writing to the instructor. This appeal must be made no later than seven (7) regular class days (exclusive of Saturdays) after the instructor gives notice to the student in person or sends such notice by certified mail. A copy of the letter should be given by the student to the appropriate Division Chair. If the student appeals the finding(s)/action(s), then the instructor has seven (7) regular class days, (exclusive of Saturdays) in which to make a decision on the student appeal. The instructor must notify the student in writing of any findings made and of action taken. The notice may be delivered in person or may be sent by certified mail to the student's last known address which appears in the files of the student Records Office. A copy of this notice is sent to the Vice President for Enrollment Management/Student Services to be retained for reference purposes.
- H. In the event that the instructor denies the appeal of his or her decision, the student has the right to appeal to a committee composed of the Vice President for Enrollment Management/Student Services, a faculty member appointed by the Academic Affairs Committee of the College Council, and a student appointed by the Student Government Association. This written appeal to the Vice President for Enrollment Management/Student Services must be received in the Vice President for Enrollment Management/Student Services's office no later than seven (7) regular class days (exclusive of Saturdays) in which to render a decision. The Vice President for Enrollment Management/Student Services will notify the student in writing of the Committee's decision. The notice will be delivered in person or may be sent by certified mail to the student's last known address, which appears in the files of the student Records Office. A copy of this notice will be retained by the Vice President for Enrollment Management/Student Services. A copy of this decision will be sent to the instructor. The decision of the Committee is final.

Sanctions

Students who have a prior record of offenses regarding academic dishonesty will be subject to disciplinary procedures as well as instructional sanctions. A committee of three individuals (The Vice President for Enrollment Management/Student Services, a faculty member appointed by the Academic Affairs Committee of the College Council, and a student appointed by the Student Government Association) shall have the discretion to impose the following types of discipline:

Probation: Exclusion from participation in privileges or extracurricular College activities as set forth in the notice of probation for a specified period of time. If a student, while on probation, violates any of the terms set forth in the notice of probation or violates the Code of Conduct, as determined after the opportunity for a hearing, he/she shall be subject to further discipline in the form of suspension, dismissal or expulsion;

Suspension: Exclusion from classes and exclusion from other privileges or activities or from the campus as set forth in the notice of suspension, for a definite period of time, with reinstatement thereafter dependent on a showing of observance during the period of suspension of the terms set forth in the notice of suspension. If a student, while on suspension, violates any of the terms set forth in the notice of suspension or violates the Code of Conduct while on the campus of the College or in relation to a College-sponsored activity, as determined after the opportunity for a hearing, he/she shall be subject to further discipline in the form of dismissal or expulsion;

Dismissal: Termination of student status for an indefinite period. The student may be readmitted to the College only with the specific approval of the sub-committee on reinstatement (Academic Affairs Committee) and the College President. If a dismissed student violates the Code of Conduct while on College property in relation to a College-sponsored activity, he/she shall be subject to further discipline in the form of expulsion;

Expulsion: Permanent termination of student status without possibility of readmission to any campus of the College.

DISCIPLINARY PROCEDURES

The procedures are designed to assure procedural fairness in student conduct cases, and offer procedures appropriate to the nature of the case and the severity of the potential discipline.

Note:

1. Any incident pertaining to cheating or plagiarism shall be documented by the instructor in writing and recorded in the Office of the Vice President for Enrollment Management/Student Services.
2. No information pertaining to the offenses or sanctions imposed by the instructor shall be disclosed to any external agencies.
3. Any member of the College community may charge any other member with academic dishonesty. However, the charge must be filed in writing in the Office of the Vice President for Enrollment Management/Student Services within seven (7) regular class days (exclusive of Saturdays) of the date that the alleged violation was discovered.
4. Students are permitted to continue to attend class until all internal appeals have been exhausted.

Approved by Board of Trustees
January 17, 1996