

# ACADEMIC DISHONESTY POLICY

Students are encouraged and expected to conduct themselves conforming to the highest standards in regard to academic honesty. Violations of standards of academic honesty include cheating, plagiarism, collusion and fabrication/falsification of records. Students violating such standards will be disciplined in accordance with this policy. Violations of this policy may result in dismissal from the college. Withdrawal from a course will not relieve a student of potential disciplinary action in connection with academic dishonesty.

## Procedures for Resolving Academic Dishonesty Issues

An instructor who believes that a student has committed plagiarism or another form of academic dishonesty should visit confidentially with the individual student about the assignment. At this time, the instructor needs to provide the student with a copy of the assignment, explicit and well-documented evidence supporting the instructor's belief and a copy of the academic dishonesty policy and procedures. Based on the nature of the suspected infraction, the instructor is encouraged to consult with the division chairperson to describe the infraction, the evidence and the penalties being considered. If appropriate, the student's advisor should be notified.

Upon determining the extent and the type of academic dishonesty and intentionality, the instructor may choose one of the following penalties. The student may redo the assignment, fail the assignment or fail the course.

If the instructor determines that the student should fail the course, the instructor needs to submit a formal report to the division chair that includes the assignment and the instructor's evidence of plagiarism.

The instructor shall then provide written notification of the infraction and the penalty imposed to the academic dean.

Based on the severity of the infraction, the academic dean may then place the student on academic probation or dismiss the student from the college.

If the student disagrees with the penalty, he or she may begin the formal grade change appeal process by filing a formal written appeal to the Academic Standards and Admission Committee with a copy provided to the academic dean.