ACADEMIC HONESTY PROCEDURE

Related Board of Trustees Policy: B.P. 3.3
Approval: January 2012
Revision:

Academic Honesty Procedure

Honesty and integrity are essential to the free exchange of ideas and knowledge at Craven Community College. Students share in the responsibility to develop and maintain an atmosphere where new ideas can be discussed and presented while recognizing the original work of others. Graduates of Craven Community College will pursue professional careers in which people’s lives and the welfare of the environment are in their trust. Therefore, it is critical that students develop and honor principles of honesty and integrity that they will carry into their future endeavors.

In the age of the Internet, it may appear that the work of others may be freely exchanged; however, this is not the case. Individuals who labor over such creations – whether in physical or virtual worlds – have the right to receive compensation and/or recognition for their use under copyright law in the United States. Students are responsible for ensuring that work presented as their own is truly that. When the work of others is presented, it must be properly attributed and cited. This includes information that is in the public domain.

What Acts Constitute a Violation of Academic Honesty?

Plagiarism: Representing the work, words or ideas of another as one’s own. Plagiarism includes, but is not limited to:
- copying written material, images, or data from a source without quotation marks and attribution;
- failure to provide citations of works used;
- paraphrasing material without proper citation for material that is not common knowledge.

Fabrication: Intentional use of material invented with the intent to deceive for academic advantage. Fabrication includes, but is not limited to:
- submission of a paper, lab report or other academic exercise with falsified, invented, or fictitious data;
- citation of information or data not actually in the source indicated;
- listing sources in a bibliography not used in the submission;
- submitting as your own any academic exercises (i.e. written work, computer program, photography etc.) prepared totally or in part by another, including online sources;

Cheating: The attempt to obtain credit for work performed dishonestly or deceptively. Aiding another to obtain credit for work by any dishonest or deceptive means is also considered cheating. Cheating includes, but is not limited to:
- copying from another’s test or homework;
- taking or receiving copies of an exam without the permission of the instructor,
- using “cheat sheets,” or other information devices inappropriate to the prescribed test conditions;
- allowing someone other than the officially enrolled student to represent the student on a test or an evaluation.
DISCIPLINARY AND DOCUMENTATION PROCEDURES

Students who commit any of the acts described above as well as any other act which constitutes a clear offense against the academic integrity of the college shall be disciplined in the following manner (NOTE: offenses are cumulative and include violations in any or all courses a student has taken/is taking at Craven Community College):

First Offense: In the case of a first offense of academic dishonesty, disciplinary action shall be at the discretion of the instructor teaching the course where the alleged dishonesty occurred. The alleged dishonesty incident shall be reported in writing to the chief academic officer, as well as to the department chair/director and center dean. The chief academic officer will notify the faculty member of any prior findings of academic dishonesty against the student. If the offense is a second or third violation, the student will receive disciplinary action described under “Second Offense” or “Third Offense.”

Second Offense: In the case of a second offense of academic dishonesty, the student shall receive a minimum of a zero (“0”) on the assignment in question to a maximum of a grade of “F” for the course at the discretion of the instructor. The alleged dishonesty incident shall be reported in writing to the chief academic officer, as well as to the department chair/director and center dean.

Third Offense: In the case of any third offense of academic dishonesty, the faculty member shall dismiss the student from the class and assign a grade of “F” for the course. The faculty member must also provide written notice of the violation to the chief academic officer, as well as to the department chair/director and center dean. Upon a final finding of a third offense of academic dishonesty, and upon receiving a written recommendation by the chief academic officer, the student may be suspended for a minimum of one semester up to a maximum of full expulsion.

Appeal Process

Appealing the First Offense: If the student wishes to appeal the faculty member’s decision, he/she may appeal to the department chair/director. This appeal must be in writing and must be presented to the department chair/director within seven working days of receiving the disciplinary action. The appeal must clearly explain why the faculty member’s decision is incorrect or improper. The faculty member may respond to the student’s appeal in writing. Any response must be promptly furnished to the student by the department chair/director. The department chair/director will schedule a meeting with the student, investigate the appeal, and present the student with a written decision within seven working days of receiving the appeal or meeting with the student, whichever is later. There is no right to appeal a first offense of academic dishonesty beyond the faculty member’s immediate supervisor. Upon a finding that the student has violated this academic honesty policy, written notice, together with all supporting material, shall be forwarded to the chief academic officer.

Appealing the Second or Third Offense: If the student wishes to appeal the faculty member’s decision, she/he may appeal to the center dean (after appealing at the department chair/director level). This appeal must be in writing and must be presented to the center dean within seven working days of receiving the faculty member’s notification. The appeal must clearly explain why previous decisions are incorrect or improper. The center dean will schedule a meeting with the student, investigate the matter, and present the student with a written decision within seven working days of receiving the appeal or meeting, whichever is later. If the student is not satisfied with the center dean’s decision, he/she may appeal to the chief academic officer. The chief academic officer may investigate the appeal by assigning the appeal to an Academic Honor Committee or personally consulting with the parties. The Academic Honor Committee will be comprised of the SGA President or a designee, two additional students, one faculty member from a program different than the student in question and one Student Services representative. A Dean or Vice President will be appointed as moderator/recorder. In either case, the
student will be provided an opportunity to appear before the committee or chief academic officer and present relevant evidence. If an Academic Honor Committee is convened, a recommendation shall be made to the chief academic officer within seven days of the hearing. There is no right to appeal a second or third offense of academic dishonesty beyond the chief academic officer level. Rules of procedure for committee hearings convened in accordance with this policy shall be determined by the committee, approved by the chief academic officer and made available to the student prior to the hearing. **NOTE:** Upon a finding of a third offense of academic dishonesty, the chief academic officer may suspend the student for a minimum of one semester up to a maximum of full expulsion.

**Special Circumstances**

In addition to the procedures described above, any student in a clinical, practicum, or work placement setting (such as clinical in the Health Programs) who commits any serious error or offense or dishonesty which, in the opinion of the faculty member, compromises the health, safety or well-being of any child, patient, co-worker, fellow student or any other person, may be immediately dismissed from the class and removed from the premises by the faculty member or by other appropriate personnel. Please see the appropriate program Student Handbook for the full procedure.