

CP – 3.3.1

ACADEMIC HONESTY

Related Board of Trustees Policy: BP 3.3

OPR: Vice President for Instruction

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ACADEMIC HONESTY

The College's Student Code of Conduct (Code) educates individuals about their rights and responsibilities as members of the student body, which includes the requirement for students to exercise academic honesty in all courses of study. This Procedure sets forth the processes to investigate potential violations, ascertain relevant facts, and provide due process steps for students to present evidence and appeal decisions. This process applies to students in curriculum and non-curriculum (workforce development) courses. (Note: Allegations of Code violations not involving academic honesty are addressed by College Procedure 3.3.2, *Student Discipline*.)

If, during any step of this procedure, an instructor and appellant authority determines the alleged breach of academic honesty is so severe as to warrant consideration of student suspension or expulsion, or likely to be part of a broader system of misconduct, actions in this procedure are to be suspended to allow for a more comprehensive investigation using CP 3.3.2, *Student Discipline*. The instructor and appellant authority will refer the case, in writing, to the Associate Dean of Students and forward all case information collected to date. Upon completion of student disciplinary actions, the instructor and appellant authority will determine whether resuming action under this procedure is appropriate or to close the academic dishonesty case as having been rendered moot.

Definitions

Generative Artificial Intelligence (AI) – A branch of artificial intelligence that learns from existing data patterns to create new content including, but not limited to, text, images, graphics, presentations, voiceovers, and videos. Examples of generative AI web-based tools are Chat GPT, Microsoft Copilot, Qillbot, Midjourney, Gamma, Genny, and Grammarly's AI writing assistant.

Plagiarism – Representing work, words, images, or ideas of another's as one's own. Plagiarism includes but is not limited to:

- Copying written material, images, or data from a source without quotation marks and/or attribution
- Failure to provide citation of works used.
- Paraphrasing material without proper citation for information that is not common knowledge
- Submission of previously submitted work for a different assignment without explicit permissions from the course instructor
- Submission of written materials, images, or other content created in part of whole using generative AI technology not authorized by the course instructor or program of study

Fabrication – Intentional use of material invented with the intent to deceive in obtaining academic advantage. Fabrication includes but is not limited to:

- Submission of a paper, lab report, or academic exercise with falsified, invented, or fictitious data
- Submission of work prepared in part or in whole by another person (including online sources) or generative AI technology as one's own
- Citation of information or data not actually in the source indicated.
- Listing sources in a bibliography not used in the submission

Cheating – The attempt to obtain credit for work or knowledge dishonestly or deceptively, or to aid another person in such an attempt. Cheating includes, but is not limited to:

- Copying from another's test, assignment, or homework
- Taking or receiving unauthorized copies of examinations, quizzes, or other academic material
- Using unauthorized study or reference aids (e.g., "crib notes," "cheat sheets," etc.) particularly with respect to a test, evaluation, or practicum
- Using generative AI technology to complete course submissions, in part or in whole, not authorized by the course instructor or program of study
- Fraudulently allowing any person to represent a registered student in any class meeting, activity, test, evaluation, or practicum

Characterization of Suspected Academic Honesty Violations

Faculty exercise professional judgement in evaluating the severity of the infraction (e.g., a momentary glance at a neighbor's paper versus preparation and use of a "crib sheet"). Considerations regarding the student's actions may include:

- *Accidental* – e.g., a misunderstood testing instruction
- *Inadvertent* – e.g., a missed citation
- *Intentional* – e.g., use of fraudulent lab data
- *Actual or potential impact of infraction* – e.g., single test answer received versus the need to invalidate the exam for the entire class

The instructor may also evaluate the incident relative to the student's overall academic conduct, to include any previous instances of academic dishonesty and imposed sanctions.

Procedural Steps

1. *Initial Detection and Evaluation* – Most often, the faculty member conducting the course of instruction initially detects instances of academic dishonesty. The College uses a variety of safeguards to encourage ethical student behavior and to assist in detecting deviations, to include exam proctoring, cameras, audio tools, anti-plagiarism software, and so forth. Occasionally, another student or college employee may report suspected dishonesty to an instructor.
2. *Preliminary Investigation* – When a faculty member identifies a potential violation of academic honesty, an investigation will be initiated within five (5) college operating days for 8-week courses or ten (10) college operating days for other courses. The faculty member will collect supporting evidence, which may include student submissions, exam materials, and statements from students and other witnesses. The instructor may:
 - Dismiss the allegation as having been unsubstantiated,

- Determine the seriousness of the allegation does not warrant formal action (in this case the instructor may choose to counsel the student regarding the incident), or
 - Determine that the allegation is supported by reliable evidence.
3. *Student Notification* – When a faculty member determines the suspected infraction is substantiated, the faculty member notifies the student(s) of the allegation within five (5) college operating days for eight-week courses or ten (10) college operating days for all other courses. The faculty member documents the academic honesty infraction on Digital Form 3.3.1a, *Academic Honesty Violation (AHV) Report*, which auto-generates an email notifying the student about relevant information about the violation claim. The notification must include:
- Written notice of the allegation(s), with a summary of the information obtained by the preliminary investigation
 - Proposed sanction(s),
 - Applicable references to this Procedure,
 - The opportunity to correspond or personally meet with the instructor to provide evidence on his or her behalf,
 - The right to a prompt written decision regarding the allegation(s), and
 - Information regarding the available appeal procedures
4. *Student Response* – The student has five (5) college operating days to respond to the notification. The student may meet with the instructor and present evidence for the instructor’s consideration.
- If the student does not respond within the specified timeframe, the investigation is closed and the proposed sanctions will be applied. The student may not appeal the decision. A copy of the AHV Report is sent to Student Services to be entered into the student’s permanent record.
5. *Instructor Determination* – After receiving the student’ response and reviewing any submitted evidence, the instructor will re-evaluate the allegation within five (5) operating days and notify the student of the decision. The instructor may:
- Implement the proposed sanction(s),
 - Reduce the proposed sanction(s), or
 - Dismiss the case.
6. If the student accepts the instructor’s decision and the associated resolution or sanction, the case is closed, the resolution implemented, and a copy of the AHV Report will be sent to Student Services for inclusion in the student’s permanent record.

Student Appeals

First Student Appeal – The student may appeal the Instructor Determination, the resolution/sanction, or both, by completing and submitting Digital Form 3.3.1b., *Student Appeal – Academic Honesty*, within seven (7) college operating days of notification of the Instructor Determination. The appeal is made to the appropriate

Program Director or Associate Dean. The student may request a personal meeting, present written evidence, or both. The appeal must specifically address why the student believes the instructor's decision(s) is in error. An appeal that is limited to a restatement of previous information submitted will not be considered.

- The Program Director/Associate Dean will meet with the student (if requested) and review all materials related to the instructor's determination and the student appeal.
- The Program Director/Associate Dean may uphold, modify, or reverse the *Instructor Determination*. The decision is made within seven (7) college operating days following the meeting with the student or the receipt of the student's appeal materials, whichever is later.
- The Program Director/Associate Dean may reduce, but not increase, any proposed sanction(s) made by the instructor.
- The decision is documented using Digital Form 3.3.1b, *Student Appeal – Academic Honesty*, which will generate an email notification to the student.
- If the student accepts the Program Director or Associate Dean's decision and the associated resolution or sanction, the case is closed, the resolution implemented, and a copy of the AHV Report will be sent to Student Services for inclusion in the student's permanent record.

Second Student Appeal – The student may choose to appeal the Program Director/Associate Dean's decision, the sanction, or both. The student must complete and submit Digital Form 3.3.1b., *Student Appeal – Academic Honesty*, within seven (7) college operating days of notification of the Program Director/Associate Dean Chair decision. The second appeal is made to the appropriate Academic Dean and must specifically address why the student believes the First Appeal decision is in error. An appeal that is limited to a restatement of previous information submitted will not be considered.

- The Academic Dean will meet with the student (if requested) and review all materials related to the instructor's determination and the student appeals.
- The Dean may elect to convene an Academic Honor Committee to perform a more comprehensive review of the student's appeal. The committee will consist of five members—the Student Government Associate President (or designee), one at-large student (who is not a classmate of the appealing student), two faculty members (not including the course instructor, with at least one from outside the program director's supervision), and a Student Services staff member. A faculty member (from outside the program) will chair the committee and will notify the student to afford the student an opportunity to appear before the committee.
 - The committee will meet within seven (7) college operating days of the Academic Dean's receipt of the appeal. The committee will provide the Academic Dean its conclusions and recommendations within seven (7) college operating days of having convened.
 - The Dean may accept, reject, or modify the Academic Honor Committee's conclusions and recommendations.
- The Dean may elect to personally review the student's appeal rather than assign a committee.
- The Dean may uphold, modify, or reverse the *Program Director/Associate Dean* decision. The decision is made within seven (7) college operating days following the meeting with the student, the receipt of the student's appeal materials, or receiving the committee's report, whichever is later.
- The Dean may reduce, but not increase, any proposed sanction(s) made by the Program Director/Associate Dean.

- The Dean's decision is documented using Digital Form 3.3.1b, *Student Appeal – Academic Honesty*, which will generate an email notification the student regarding the decision.
- If the student accepts the Dean's decision and the accompanying resolution or sanction, the case is closed, the sanction is implemented, and a copy of the AHV Report will be sent to Student Services for inclusion in the student's permanent record.

Final Student Appeal – The student may appeal the Academic Dean's decision, the sanction, or both, the College's Vice President for Instruction. The student must complete and submit Digital Form 3.3.1b., *Student Appeal – Academic Honesty*, within seven (7) college operating days of notification of the Academic Dean decision. [Note: The appeal of academic honesty decisions made by the Dean of Workforce Development is also made to the Vice President for Instruction.] The student may request a personal meeting, present written materials, or both. The appeal must specifically address why the student believes the Second Appeal decision is in error. An appeal that is limited to a restatement of previous information submitted will not be considered.

- The Vice President will meet with the student (if requested) and review all materials related to the instructor's determination and subsequent appeals.
- The Vice President will uphold, modify, or reverse the Dean's decision. The decision is made within seven (7) college operating days following the meeting with the student or the receipt of the student's appeal materials, whichever occurs later.
- The Vice President may reduce, but not increase, any proposed sanction(s) made by the Dean.
- The decision will be documented on the Digital Form 3.3.1b, *Student Appeal – Academic Honesty*, which will generate an email notification to the student. A copy of the Academic Honesty Violation report will also be sent to Student Services for inclusion in the student's permanent file.
- The Vice President's decision is final and is not subject to further appeal.

Sanctions

Student sanctions may be imposed as result of academic dishonesty. The primary purpose of sanctions is to serve as educational interventions to address academic dishonesty, discourage further violations, and to foster ethical and honest habits of academic inquiry. The student's instructor, having immediate knowledge of the student including current and past conduct, and having the best estimation of the student's prospects for remediation and future success, is the most relied upon judgment in selection of the appropriate level of sanction. The instructor should consult the Associate Dean of Student Services to ascertain whether there are previous significant incidents of academic honesty in the student's record.

Sanctions, listed in order of increasing severity include but are not limited to:

Re-accomplishment – The student may be directed to re-accomplish the task, assignment, quiz, test, or practicum in a manner that removes or excludes material that was judged to have been academically dishonest.

Supplemental Assignment – The student may be directed to accomplish a task, assignment, quiz, test, or practicum supplemental to other coursework to re-enforce appropriate academic habits.

Grade Penalty – Student is given a grade penalty (reducing the awarded grade by a specified amount) for the task, assignment, quiz, test, or practicum that was impacted by the academic dishonesty.

“0” Grade – The student is given a zero grade for the task, assignment, quiz, test, or practicum that was impacted by the academic dishonesty. The instructor sends a memo to the Dean of Student Services to include the sanction in the student’s record.

“F” Course Grade – The student is given a failing grade for course impacted by the academic dishonesty. The instructor sends a memo to the Associate Dean of Student Services to include the sanction in the student’s record. Note: The Grade Appeal Process does not apply—appeals are processed in accordance with the foregoing section.

Student Suspension or Expulsion – Instances of academic dishonesty that are so severe as to warrant consideration of suspension or expulsion are referred to the Associate Dean of Student Services to be investigated and processed under CP 3.2.2., Student Discipline.

Associated Forms

- 3.3.1a. *Academic Honesty Violation (AHV) Report*
- 3.3.1b. *Student Appeal – Academic Honesty*