

Academic Conduct

Coastal Alabama Community College expects all members of its academic community to perform according to the highest ethical and professional principles. The entire college population must be involved to ensure this quality of academic conduct. Whether or not academic misconduct occurred, and what classroom sanctions, if any, are to be applied, are matters to be determined by the respective instructor. Any student who opposes the sanction imposed by an instructor may appeal the matter through judiciary procedures. Students who receive classroom sanctions for academic misconduct may be subject, at the instructor's discretion, to disciplinary action by the Dean of Student Services or Designee if the misconduct also violates the Student Code of Conduct and is reported by the instructor for such disciplinary action. Academic misconduct undermines the purpose of education. Such behavior is a fundamental violation of the trust that must exist between the faculty and students in order for the College to cultivate intellectual growth and development. Academic misconduct can commonly be defined as all acts of dishonesty in an academic or related matter. Academic dishonesty includes, but is not limited to, the following categories of behavior:

- Cheating– The use or attempted use of unauthorized materials, information, study aids, the answers of others, or computer related information;
- Plagiarism– Claiming as one's own the ideas, words, data, computer programs, creative compositions, artwork, etc., done by someone else. Examples include improper citation of referenced works, use of commercially available scholarly papers, failure to cite sources, or copying another's ideas;
- Fabrication– Presenting as genuine, falsified data, citations, or quotations;
- Abetting– Helping another student commit an act of academic dishonesty. Examples include allowing a fellow student to copy quiz/examination answers or use one's work as his/her own;
- Misrepresentation– Falsification, alteration, or misstatement of the contents of documents, academic works, or other materials related to academic matters, including works substantially done for one class as work done for another without receiving prior approval from the instructor.

The steps to addressing student grievances for academic purposes are as follows:

1. Students first discuss the grievance with the instructor of the course;
2. If the grievance is not resolved at that level, the student should contact the Division Chair and/or Program Director;
3. If the grievance is not resolved at that level, the student should contact the appropriate Instructional Officer.
4. The assigned Instructional Officer will review the grievance and appropriate documentation and render a decision.