

# Academic Dishonesty

With regard to a matter of academic dishonesty in taking a college course, the respective faculty members of the College are authorized to administer certain appropriate disciplinary action. If a given faculty member has substantial evidence of student having committed, attempted to commit, or solicited an act of cheating, plagiarism, or any other form of academic dishonesty, the faculty member shall have the authority to:

1. impose a grade of "F" or a "0" for the respective assignment or test;
2. impose an "F" for the respective course;
3. require that an assignment be redone or a test be retaken;
4. reprimand the student in writing with clear warning about subsequent incidents; or
5. impose other similar sanctions designed to preserve academic integrity.

The faculty member shall not have the right to suspend or expel a student(s). That authority is reserved for the appropriate Instructional Officer and/or the College Judicial Committee. If the faculty member believes that the student code of conduct has been violated and the student should be subject to greater punishment, or additional punishment, then the case should be referred to the Dean of Student Services or Designee for disciplinary review.

In any situation where a student(s) is alleged to have committed academic dishonesty of any nature, the faculty member making the allegation shall, within 3 working days after the alleged wrongful act or the faculty member's first knowledge of the act, give the student(s) written notice of the allegation and give the student(s) the opportunity to respond to each allegation made. The student(s) shall have a maximum of 3 working days to respond to any allegation made. No disciplinary grade imposed by a faculty member shall be considered final unless and until the student(s) has been given written notice of the alleged wrongdoing and the opportunity to respond. It is not necessary that the student(s) give a response for a grade to be finalized, only that the student(s) has been given an opportunity to respond and that the instructor give due consideration to any response that is made. Each instructor shall keep a confidential file of any and all written allegations of academic dishonesty and all actions taken with regard to such allegations. Any student(s) against whom a sanction is imposed by a faculty member as a result of an allegation of academic dishonesty shall have the right to appeal the sanction to the respective Division Chair. The appeal must be filed with the respective Division Chair within 3 working days of the receipt of the faculty member's decision. The respective Division Chair must respond to the student within 3 working days after the receipt of the student appeal. If the student has additional reason to appeal, they may appeal to the appropriate Instructional Officer within 5 working days after the student(s) has received the respective Division Chair's decision to uphold a sanction and must include:

1. a copy of the faculty member's and respective Division Chair's written allegations of academic dishonesty;
2. a statement of the sanction imposed;
3. the dates on which the student(s) received the written allegations and on which the student(s) responded to the allegation;
4. the nature of the student's response to the faculty member and Division Chair concerning the allegation; and
5. the rationale for the appeal of the sanction. The student(s) shall have the option of admitting to the appropriate Instructional Officer the act of academic dishonesty and proposing an alternative sanction or denying that academic dishonesty has been committed.

If the issue cannot be resolved by mutual consent, the appropriate Instructional Officer will inform the accused of their "Rights to Due Process" and have the option of forwarding the accusation to the College Judicial Committee, or of retaining original jurisdiction of the case. If the case is forwarded to the College Judicial Committee, the Chairperson of the College Judicial Committee will arrange the date, time and location of the hearing. If the appropriate Instructional Officer retains jurisdiction, the Dean of Student Services will arrange the date, time and location of the hearing. At this time the accused will be so informed by written notice at least five days before the hearing. The written notice to the accused will include the name of the accuser, the specific charge, and a copy of the College's Academic Honesty policy.

The appeal process for students will be that within three days after receipt of the College's academic honesty policy infraction decision, the accused may appeal in writing to the College Instructional Judiciary Officers. Appeals received after the three days will not be considered. The College Instructional Judiciary Officers will consist of the Instructional Officers from each of the College's campuses. The Instructional Officer from the campus at which the incident occurred will be an ex-officio (non-voting) Instructional Officer.

The College Instructional Judiciary Officers will consider the appeal. Students will have a right to appear before the appeals committee if they so wish. A summary of the proceedings before the College Judicial Committee will be presented to the College Instructional Judiciary Officers for review and consideration. The College Instructional Judiciary Officers will notify the student of their decision in writing within seven days from receipt of the appeal.

The decision by the College Instructional Judiciary Officers will be final.