AP 5231.6 ACADEMIC INTEGRITY

Reference: BP 5231, Standards of Student Conduct, Section I; BP 5235 Student Grievance Policy

These procedures expand, clarify and set forth clear levels of authority and disciplinary protocols in response to academic dishonesty, as referenced in the "Adherence to Standards" section “I” of Santa Barbara City College’s Standards of Student Conduct.

Definitions:

Academic dishonesty is defined as an act of obtaining or attempting to present academic work through fraudulent or deceptive means in order to obtain credit for this work. Academic dishonesty includes but is not limited to:

Cheating—failure to observe the expressed procedures of an academic exercise, including but not limited to:

- Unauthorized use of commercial "research" services such as term papers
- Providing information to others without instructor’s permission or allowing the opportunity for others to obtain information that provides the recipient with an advantage on an exam or assignment
- Unauthorized communicating with fellow students during a quiz or exam
- Copying material from another student’s quiz or exam
- Permitting another student to copy from a quiz or exam
- Permitting another person to take a quiz, exam, or similar evaluation in lieu of the enrolled student
- Using unauthorized materials, information, or study aids (e.g., textbook, notes, data, images, formula list, dictionary, calculator, etc.) in any academic exercise or exam
- Unauthorized collaboration in providing or requesting assistance, such as sharing information on an academic exercise or exam through cellphones and texting
- Unauthorized use of another person’s data in completing a computer or lab exercise
- Using computer and word processing systems to gain access to, alter and/or use unauthorized information
- Altering a graded exam or assignment and requesting that it be re-graded - submission of altered work after grading shall be considered academically dishonest, including but not limited to changing answers after an exam or assignment has been returned or submitting another’s exam as one’s own to gain credit
• Attempting to hinder the academic work of another student

Fabrication—falsification or invention of any information in an academic exercise, including but not limited to:

• Fabricating or altering data to support research
• Presenting results from research that was not performed—submitting material for lab assignments, class projects or other assignments which is wholly or partially falsified, invented or otherwise does not represent work accomplished or undertaken by the student
• Crediting source material that was not directly used for research
• Falsification, alteration or misrepresentation of official or unofficial records or documents including but not limited to academic transcripts, academic documentation, letters of recommendation, and admissions applications or related documents

Fraud, Misrepresentation, Lying—intentionally making an untrue statement or deceiving including but not limited to:

• Providing an excuse for an absence, tardiness, late assignment with the intent to deceive the instructor, staff or the college.
• Checking into a SBCC class, lab, center or other SBCC resource with the intent to deceive the instructor, staff, or the college.
• Checking in or checking out of a SBCC class, lab, center or other SBCC resource for another student.
• Using another student’s SBCC identification card for use in a class, lab, center or other SBCC resource.

Plagiarism—the presentation of another’s words, images or ideas as if they were the student’s own, including but not limited to:

• Stealing the written, oral, artistic, or original works or efforts of others and presenting them as one’s own.
• The submission of material, whether in part or whole, authored by another person or source (e.g., the internet, book, journal, etc.), whether that material is paraphrased, translated or copied in verbatim or near-verbatim form without properly acknowledging the source (it is the student’s responsibility to cite all sources)
• The submission of material edited, in part or whole, by another person that results in the loss of the student’s original voice or ideas (i.e. while an editor or tutor may advise a student, the final submitted materials must be the work of the student, not that of the editor or tutor)
• Translating all or any part of material from another language and presenting it as if it were the student's own original work

• Unauthorized transfer and use of another person's computer file as the student's own

• Unauthorized use of another person's data in completing a computer exercise

Multiple Submissions—resubmission of a work that has already received credit with identical or similar content in another course without written consent of the present instructor or submission of work with identical or similar content in concurrent courses without written consent of all instructors involved

Facilitating Academic Dishonesty—assisting another to commit an act of academic dishonesty, including but not limited to:

• Taking a quiz, exam, or similar evaluation in place of another person

• Allowing one student to copy from another

• Attending a course posing as another student who is officially registered for that course

• Providing material or other information (e.g., a solution to homework, a project or other assignments, a copy of an exam, exam key or any test information) to another student with knowledge that such assistance could be used to violate any other sections of this policy

• Distribution or use of notes or recordings based on college classes without the express written permission of the instructor for purposes other than individual or group study; this includes, but is not limited to, providing materials for distribution by services publishing class notes (This restriction on unauthorized use applies to all information distributed or in any way displayed for use in relationship to the class, whether obtained in class, via email, on the Internet or via any other media)

Please note that culpability is not diminished when academic dishonesty occurs in drafts which are not the final version or when the student claims not knowing the policy or procedures.

First Offense In A Course or Non-Course Activity

In course-related activities, when a student commits a first offense, decisions regarding the severity of penalties imposed for academic dishonesty shall reside with the instructor. An instructor may give written or verbal notice to a student that continuation or repetition of specified conduct may be cause for further disciplinary action. If the instructor chooses further disciplinary action, the instructor shall notify the student, the appropriate department chair, and Dean, Educational Programs—Student Support Programs, of the incident and the penalties imposed using the “Academic Integrity Violation Form”. The Dean, Educational Programs—Student Support Programs, shall retain this documentation in his/her files.
In non-course activities, when a student commits a first offense, the Assessment Technician or other appropriate staff member shall notify the appropriate Dean, Educational Programs, of the incident and the Dean, Educational Programs – Student Support Programs of the penalties imposed using the “Academic Integrity Violation Form”.

Penalties for the first offense may include the following:

- A failing grade on the assignment, paper or exam. Violations related to placement shall nullify course placement for the term.
- Temporary Exclusion From An Activity Or Class: An instructor may remove a student who is in violation of the guidelines for student conduct for the duration of the class period or activity during which the violation took place and, if necessary, for the class period the following day
- An additional assignment: An instructor may require the student to perform additional academic work.

The student may appeal the determination of academic dishonesty and/or penalty using the Student Grievance Policy (BP 5235) as administered by the Executive Vice-President, Educational Programs.

Multiple Offenses in a Course or Non-Course Activity

In course-related activities, when a student commits a second or multiple offense(s), decisions regarding the severity of penalties imposed for academic dishonesty shall reside with the instructor and the Dean of Educational Programs: Student Support Programs. The instructor shall notify the student, the appropriate department chair, and Dean, Educational Programs—Student Support Programs, of the incident and the penalties imposed using the “Academic Integrity Violation Form”.

In non-course activities, when a student commits a second or multiple offenses(s), the Assessment Technician or other appropriate staff member shall notify the appropriate Dean, Educational Programs, of the incident and the Dean shall notify the student and Dean, Educational Programs—Student Support Programs of the incident and the penalties imposed using the “Academic Integrity Violation Form”.

Penalties for the second or multiple offense(s) may include penalties listed for the first offense and a failing grade for the course.

The student may appeal the determination of academic dishonesty and/or penalty using the Student Grievance Policy (BP 5235) as administered by the Executive Vice President, Educational Programs.

Multiple Offenses at the College
When the Dean of Educational Programs—Student Support Programs (CC-222) has determined that an academic dishonesty infraction is a second such offense or multiple offenses, he/she shall initiate institutional action. Penalties may include, in addition to those listed above:

- **Censure**: a verbal reprimand or recorded written statement which details how a student’s conduct violates District or College regulations. The student receiving such a verbal or a written statement shall be notified that such continued conduct or further violation of District/College rules may result in further disciplinary action.

- **Disciplinary Probation**: probation for a period not to exceed one semester. Repetition of the same action or other violations of District/College rules and regulations during the probationary period may be cause for suspension or expulsion. Disciplinary probation may include one or both of the following:
  a. Removal from any or all College organization or offices; or
  b. Denial of privileges of participation in any or all College or student sponsored events.

- **Disciplinary Suspension**: The termination of student status for a definite period of time. A suspended student may not be present on campus and is denied College privileges including class attendance or making up work and all other student body or College granted privileges.

- **Expulsion**: A permanent termination of student status and all attending rights and privileges. An expelled student shall not be allowed to register in any subsequent semester without the written approval of the chief executive office of the College.

The Dean of Educational Programs—Student Support Programs shall inform the student in writing of the proposed penalty(ies) for multiple infractions of the Academic Integrity Policy. The student may request a hearing on the proposed action of the Dean of Educational Support—Student Support Programs using the Discipline Appeal Procedure outlined in BP 5231.1.
Santa Barbara City College
Academic Integrity Violation Form

Violations of the College’s Academic Integrity Policy must be reported to the Dean of Educational Programs, Student Services regardless if any disciplinary actions are recommended or taken. The report will provide college officials with a record of the student’s violation of the policy. This record will be used to assess the steps to take if the student engages in repeated violations of the policy.

To be filled out by the Instructor:

Name of Student: _____________________________

Student ID:__________________

Semester/Year: __________  Fall _____ __ Spring ________   Summer _________

Section: ________________

Course:________________

Instructor: ___________________

Description of violation:

1. Indicate below the course of action you have taken regarding this violation. The names of students reported will be placed on the College’s Academic Dishonesty Database (Check all that apply)
   ______ I have not taken any action.
   ______ I have given the student a warning.
   ______ I have assigned an “F” grade to the student on this assignment.
   ______ Other (describe)

____________________________________________________________________
____________________________________________________________________

2. Check one:

   ______ (a) I am satisfied that the course of action I have taken is adequate and I am not requesting any further action. (You do not need to submit supporting documentation.)
______ (b) I am requesting that further action by the Dean of Educational Programs, Student Services be considered. I am including documentation to support the case regarding this violation.

If you checked (b) above, indicate the course of action you recommend that the Dean, Educational Programs, Student Services take regarding this violation:

Instructor Signature ___________________________ Date ______________

To be filled out by the Dean, Educational Programs, Student Support Services:

Date ___________. The student noted above has gone through the disciplinary process for violations of the academic integrity policy. The sanctions imposed upon the student by Dean of Educational Programs, Student Services are as follows:

Disciplinary Officer Signature

_____________________________ Date __________________________

Academic Dishonesty Policy, 9/18/95;
Academic Integrity Policy; Academic Senate Approved: 5/09