



AP 5550 ACADEMIC INTEGRITY

References:

- BP 5500: Standards of Student Conduct
- AP 5500: Standards of Student Conduct
- AP 5520: Student Discipline Procedures

These procedures expand, clarify, and set forth clear levels of authority and disciplinary protocols in response to academic dishonesty, as referenced in the 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 communication 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 District class, lab, center or other District resource with the intent to deceive the instructor, staff, or the college.
- Checking in or checking out of a District class, lab, center or other District resource for another student.
- Using another student's District identification card for use in a class, lab, center or other District 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 with identical or similar content that has already received credit in a high school or another college course, including but not limited to:

- Resubmission of work with identical or similar content from a past course in a current course without written consent of the present instructor.
- Submission of work with identical or similar content in concurrent courses without written consent of all instructors involved.
- When retaking a course, resubmission of work with identical or similar content from the past section of the same course without written consent of the present instructor.

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 procedure.
- 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).

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 Chief Student Services Officer or designee, of the incident and the penalties imposed using the “Academic Integrity Violation Form.” The Chief Student Services Officer or designee shall retain this documentation in his/her files.

In non-course activities, when a student commits a first offense, the appropriate District employee shall notify the appropriate Dean, Educational Programs, of the incident and the Chief Student Services Officer or designee 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 meeting or activity during which the violation took place and, if necessary, for the following class meeting.
- **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 discipline appeal procedure as outlined in AP 5520 Student Discipline Procedures.

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 Chief Student Services Officer or designee. The instructor shall notify the student, the appropriate department chair, and Chief Student Services Officer or designee, 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 Chief Student Services Officer or designee 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 penalties detailed below under the heading **Multiple Offenses at the College**.

The student may appeal the determination of academic dishonesty and/or penalty using the discipline appeal procedure outlined in AP 5520 Student Discipline Procedures.

Multiple Offenses at the College

When the Chief Student Services Officer or designee 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 regulations. The student receiving such a verbal or a written statement shall be notified that such continued conduct or further violation of District regulations may result in further disciplinary action.
- **Disciplinary Probation:** may consist of removal from all college clubs and organizations and denial of privileges of participating in all District or student-sponsored activities including public performances. Disciplinary probation may be imposed for a period not to exceed one year and can be rendered by an administrator. Notification of disciplinary probation actions shall be immediately reported in writing to the Chief Student Services Officer. A student placed on disciplinary probation may appeal to the Chief Student Services Officer. Records of disciplinary probation actions shall be retained in the office of the Chief Student Services Officer or designee and in the student’s file. A student has no right to appeal or to a due process hearing (Education Code Section 76031).



- **Disciplinary Suspension:** A student may be suspended from one or more classes for a period of up to ten days of instruction; from one or more classes for the remainder of the term; or from all classes and activities of the District for one or more terms. A suspended student may also be prohibited from occupying any portion of the campus and be denied participation in any or all college activities. Disciplinary suspensions shall be initiated by the Chief Student Services Officer and are subject to the Due Process Hearing and Appeal Procedures set forth in Section E of AP 5520 Discipline Procedures. Records of disciplinary suspensions shall be retained in the office of the Chief Student Services Office and in the student's file (Education Code Sections 66017, 76030, and 76031).
- **Expulsion:** the permanent and unconditional removal of a student from the District. A student may be expelled only by the Board of Trustees upon recommendation of the Superintendent/President. The expulsion of a student is initiated by Chief Student Services Officer and is determined according to the Due Process Hearing and Appeal Procedures set forth in Sections E and F of AP 5520 Student Discipline Procedures (Education Code Section 76030).

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