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I. General Definitions

- A. Academic Integrity: avoidance of violation of Honor Code and Policies and maintenance of academic standards.
- B. Appeal: a formal request asking for a change in a decision made.
- C. Student: an individual attending the College whether for credit or non-credit.
- D. Academic Integrity Committee: A Dean appointed committee made up of two full-time faculty, two student members, and one administrator (who serves as the Chairperson) empaneled by the Facilitator designed to hear cases involving Academic Integrity allegations.
- E. Business days: Mondays, Tuesdays, Wednesdays, Thursdays, and Fridays and shall exclude Saturdays, Sundays, and Board of Trustees' approved holidays.
- F. College Intake Designee: The individual designated to receive the academic integrity violation for the department, discipline area, and/or course in which allegations of Academic Integrity have been initiated. The intake designee may be but not limited to: academic chair, instructor in charge, program director, lead faculty, and/or an administrator.
- G. Facilitator: The individual designated to serve and assist in the resolution of Academic Integrity allegations/complaints. The Facilitator may be but not limited to: academic chair, instructor in charge, program director, lead faculty, and/or an administrator.

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- H. Instructor: an individual teaching course(s) as full-time, part-time and/or credit or non-credit.
- I. Preponderance of the Evidence: the standard applied during Academic Integrity Committee Hearings which is based on determining the “greater weight of the evidence” which means the more persuasive and convincing force and effect of the entire evidence in the case.

II. Violations of Academic Integrity

The definitions of violations of academic integrity include but are not limited to the following:

- A. Cheating — The improper taking or tendering of any information or material submitted for a course.

Examples include but are not limited to:

1. Copying from another student's test or homework paper.
2. Allowing another student to copy from a test or homework assignment.
3. Using unauthorized materials during a test, such as the course textbook, notebook, formula lists, notes or crib sheets, including information accessed through a calculator or other electronic devices.
4. Collaborating during an in-class or take-home test with any other person by giving or receiving information without authority.
5. Taking a test for someone else or permitting someone else to take a test for the student.
6. Having another individual write or plan a paper, including those bought from research paper services.

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7. Violating federal copyright laws, including unauthorized duplication and/or distribution of copyrighted material.
- B. Plagiarism — The attempt to represent the work of another, as it may relate to: written or oral works; computer-based work; mode of creative expression (i.e. music, media, and/or the visual arts); as the product of one's own thought, whether the other's work is published or unpublished, or the work of a fellow student.

When a student submits oral or written work for a course that includes the words, ideas, and/or data of others, the source of that information must be acknowledged through complete, accurate, and specific references. By placing his/her name on work submitted for a course, that student certifies the originality of all work not otherwise identified by appropriate acknowledgements.

Examples include but are not limited to the following:

1. Quoting another person's actual words without proper citation.
2. Using another person's idea, opinion, or theory, even if it is completely paraphrased in the student's own words without proper citation.
3. Drawing upon facts, statistics, or other illustrative materials without proper citation — unless the information is common knowledge.
4. Submitting a paper purchased from a term paper service as the student's own work.
5. Failing to accurately document information or wording obtained on the internet according to an approved citation format.

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6. Submitting anyone else's paper as the student's own work.

- C. Bribery - The offering, giving, receiving, or soliciting of any materials, items, or services to gain academic advantage for yourself or another. This does not apply to College approved or sponsored tutoring or supplemental instruction.

Examples include but are not limited to the following:

1. Offering another student money, goods, or services in exchange for course work.
2. Offering an instructor money, goods, or services in exchange for a higher grade or exemption from course work.
3. Offering a non-student money, goods, or services in exchange for course work.

- D. Misrepresentation - Any act or omission with intent to deceive an instructor for academic advantage.

Examples include but are not limited to the following:

1. Using computer programs generated by another and handing it in as the student's own work unless expressly allowed by the instructor.
2. Being dishonest to an instructor to increase the student's grade.
3. Omission of or misrepresentation of facts when confronted with an alleged incident of academic integrity.

- E. Conspiracy - The planning or acting with one or more persons to commit any form of academic dishonesty to gain academic advantage for the student or another.

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- F. Collusion – The act of working with another person on an academic undertaking for which a student is individually responsible, unless working together on an individual assignment has been prior approved. On group projects, students must stay within the guidelines set by the instructor and this Procedure. If the instructor provides additional guidelines, they must be followed. Failure to do so also constitutes a violation of this Procedure.

Examples include but are not limited to:

1. Collaborating during an in-class or take-home test with any other person by giving or receiving information without authority.
2. Collaborating in-person or online with any other person by giving or receiving information without authority for an online or blended class.

- G. Fabrication - The use of invented or fabricated information, or the falsification of research or other findings with the intent to deceive for academic and/or professional advantage; the falsification or misrepresentation of experimental data; and violating the professional ethics that are established in clinical activities, science labs, research projects or internships.

Examples include but are not limited to the following:

1. Citing information not taken from the source indicated.
2. Listing sources in a Works Cited or reference not used in the academic exercise.
3. Inventing data or source information for research or other academic exercise.
4. Submitting any academic exercise as one's own (e.g. written or oral work, sculpture, computer program, etc.)

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prepared totally or in part by another, including online sources.

5. Falsifying records of hours in the field.
- H. Duplicate Submission - Submission of the same or substantially same paper/project in more than one course unless prior permission has been obtained from the current instructors if the paper/project is being used in two classes in the same term or from the subsequent instructor if being used in a subsequent term.
- I. Academic Misconduct— The intentional violation of College policies by tampering with grades or taking part in obtaining or distributing any part of a test, quiz, or graded assignment.

Examples include but are not limited to the following:

1. Stealing, buying, downloading, or otherwise obtaining all or part of a test and/or test answers.
 2. Selling or giving away all or part of an unadministered test and/or test answers.
 3. Asking or bribing any other person to obtain a test or any information about a test.
 4. Changing, altering, or being an accessory to changing and/or altering of a grade in a grade book, on a computer, on a test, on a "change of grade" form, or on other official academic records of the College which relate to grades.
 5. Continuing to work on an examination or project after the specified time has elapsed.
- J. Improper Use of Any Electronic Device

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Use of electronic devices such as calculators, cell phones, watches, computers, or other items that are not authorized by the instructor.

Examples of improper use of electronic devices include but are not limited to:

1. Unauthorized access, modification, use, creation or destruction of calculator-stored or computer-stored data and programs.
2. Selling or giving away all or part of the information an electronic device, which will be used as course work.
3. Sharing an electronic device while leaving answers on display or in memory.
4. Submitting a duplicate computer printout with only the student's name changed. This applies to homework and tests.
5. Unauthorized use of an electronic device to search for solutions during an exam.

K. Improper Online, Hybrid, and Blended course use include:

1. Having or providing unauthorized outside help when completing online quizzes or assignments.
2. Obtaining access to confidential test materials or questions before quizzes or assignments.

III. Initial Process: Alleged Violation of Academic Integrity Policy

A. Initial Reporting:

1. When a student is alleged to have violated the Academic Integrity Policies, the faculty member involved shall notify

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the college designee of that department regarding the allegations. The faculty member shall bring evidence to support the allegation.

2. The intake designee shall check the college-wide database on academic integrity violations to determine if this was the student's first reported offense. The intake designee will be responsible for editing and updating the college-wide database with each new report of an alleged violation.
 - a. First Offense: If the alleged violation would be the student's first offense (as found above in Section II. Violations of Academic Integrity) and the faculty member believes there are no circumstances that require the imposition of a sanction other than a discretionary education assignment and/or a reduced or failing grade on the assignment or in the course, then the faculty member may attempt to resolve the alleged violation in accordance with the process and procedures set forth herein below IV. A.-C.
 - b. Second Offense or Serious Violation: If the alleged violation would be the student's second offense; if the alleged violation would be classified as a serious violation; or if the faculty member believes a more severe sanction other than a discretionary education assignment and/or a reduced or failing grade on the assignment or in the course is warranted, the alleged violation shall be automatically forwarded for resolution in accordance with the process and procedures set forth herein below V. Committee Determination Process.

B. Academic Integrity Incident Reporting:

When a student is alleged to have violated the Academic Integrity Policies, the faculty member is obligated to report all

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allegations/complaints regarding Academic Integrity Policies on the Academic Integrity Incident Report. For allegations/complaints received on site at the departmental offices, the complainant will be provided access to a space within which to file the allegation/complaint.

C. Assignment of Facilitator:

Once the allegation is reported and received, it will be referred to a designated Facilitator. The Facilitator should not be a member of the department in which the alleged violation has occurred.

D. Withdrawal Prohibited:

A student shall not be permitted to withdraw from the course once informed of a suspected academic integrity violation. The college designee, academic chair or dean shall place a registration hold on the student's record to restrict withdrawals. The registration hold shall be released at the end of the course. Any class that a student withdraws from in violation of this restriction shall be reinstated until the charges are resolved.

IV. Faculty Determination Process

A. Faculty and Facilitator Consultation:

In accordance with Section III. Initial Process: Alleged Violation of Academic Integrity Policy, the faculty member shall collaborate with the assigned Facilitator to attempt to resolve the alleged violation with the student. The Facilitator will be the main point of contact for the faculty member and the student throughout the entirety of the process.

B. Meeting with Student:

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The faculty member then shall meet with the student to discuss the alleged violation and the sanctions which the faculty member intends to impose. The faculty member may request that the Facilitator attend the meeting between the faculty member and the student. The meetings will be set and communicated through college email addresses. Three missed meetings may result in the allegation/complaint being closed and dismissed.

C. Faculty Action Plan and Follow Up:

After meeting with the student, the following outcomes may occur:

1. Drop Charges

Drop the charges if, in the faculty member's judgment, the allegation appears to be unsubstantiated.

2. Student Agrees to the First Offense

If the student agrees that a violation has occurred and that the remediation and/or sanction imposed is warranted, the faculty member shall fill out an Academic Integrity Form and the student and faculty member shall both sign the Academic Integrity Form.

a. A student's signature on the Academic Integrity Form shall act as a waiver of all other available adjudicatory procedures or appeals related to the matter.

b. A faculty member shall send the original fully executed Academic Integrity Form to the designated Facilitator and the intake designee. The faculty member shall keep a copy for his or her own file. The college designee shall attach the Academic Integrity Form to the student's record in the college-wide database.

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3. Faculty Imposes First Offense Sanction(s)

- a. Notification of Faculty Sanction: If the faculty member determines that the appropriate sanction is a discretionary education assignment; a reduced or failing grade on the assignment; and/or receiving a failing grade in the course, the Facilitator and the faculty member must notify the student of the violation and their right to appeal.
- b. Student's Right to Appeal: If the faculty member determines that the appropriate sanction is a discretionary education assignment; a reduced or failing grade on the assignment; and/or receiving a failing grade in the course and the student does not agree that a violation of the Academic Integrity Policy has occurred or that the imposed sanction(s) are appropriate, the student has the right to appeal to the Academic Integrity Committee.

The student may within seven (7) business days of receiving notice of the faculty member's determination file a written appeal via email to the Facilitator and faculty member who issued notice of the faculty sanction(s) set in 3(a) above. The Facilitator will notify the college designee in which the sanction was imposed of the student's intent to appeal. The student who disagrees with the actions of the faculty member must state the reasons or grounds in support thereof. If the student fails to file a written appeal within the time set forth above, the sanction(s) shall become final and shall constitute a waiver of all other adjudicatory procedures or appeals.

- c. Forwarding Student's Appeal to Academic Integrity Committee: If the student files a timely appeal, the

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Academic Integrity Committee will be empaneled to hear the appeal within 15 business days.

V. Academic Integrity Committee Determination Process

A. Academic Integrity Committee Structure and Membership: The Dean will appoint an Academic Integrity Committee (“Committee”) consisting of two faculty, two students and one administrator who will serve as the Chairperson. These appointees may be from a campus other than where the matter took place. Committee members must not be associated with the situation being presented.

B. Student’s Appeal from Faculty Determination Process Imposing First Offense Sanctions

Facilitator Reporting: Once a student has filed a proper appeal of the faculty member’s first offense sanctions, the Facilitator must update the allegation on the Academic Integrity Reporting Site and prepare the appeal for the Committee determination hearing as set forth below.

C. Recommendation Process for Hearing on a Second Offense or Serious Violation Warranting Disciplinary Action

Faculty and/or Facilitator Reporting: Once a faculty member has identified on the Academic Integrity Reporting Site that the allegation is a Second Violation and/or Serious Violation Warranting Disciplinary Action, the Facilitator will prepare the documentation of the incident for the Academic Integrity Committee (“Committee”) for a determination hearing within 15 business days.

D. Academic Integrity Committee Duties and Responsibilities

1. The Committee’s purpose in a hearing and/or appeal is to make a finding of fault and recommendations of sanctions regarding any matters of academic integrity violations.

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2. The Facilitator and the Committee Chairperson (“chairperson”) shall investigate and set the issues regarding the allegations/violations surrounding the incident.
3. In advance of the Committee hearing, the chairperson shall consult with members of the Committee regarding their responsibility to be fair and unbiased.
4. The chairperson shall schedule the hearing, give the persons directly involved notice of the hearing and furnish all the parties with a copy of the incident and supporting facts and allegations. The student and the other party may, at their own expense, be accompanied by an advisor, advocate, or legal representative who can fully participate in the hearing process.
5. The Notice of Hearing shall provide written notice of the disciplinary proceeding at least 7 business days prior to the proceeding, that includes the allegations, a specific citation to the code of conduct provision to be used for the disciplinary proceeding, and the student’s rights in the proceeding.

Such rights include:

- a. The student shall be provided a list of witnesses who provided information to the institution or who will provide information at the proceeding, as well as all known pertinent evidence or information at least 5 business days prior to the proceeding. The student shall not interfere with a witness providing information, evidence, or testimony and may not in any way intimidate a witness.

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- b. The student shall be presumed innocent until the College carries its burden of proof, which shall be the preponderance of the evidence standard.
 - c. The right to an impartial hearing officer.
 - d. The right to remain silent and that such silence will not be used against the student.
 - e. The right to present relevant evidence and question witnesses.
 - f. The right to an advocate or advisor provided by the institution to assist the student in understanding their rights.
 - g. The right, at the student's own expense, to hire an advisor, advocate, or legal representative to be present and who can fully participate in the disciplinary proceeding. However, the student shall provide the College with notice no less than 5 days prior to the hearing that the student will be represented by advocate, advisor, or legal representative.
 - h. The right to appeal the decision.
 - i. A complete and accurate recording will be made of the proceeding and any appeal and such recording shall be made available to the student upon request.
6. The student shall present his/her case first. The faculty will then respond to the student's presentation. The parties are responsible for assuring the attendance of their respective witnesses. (The Committee has no subpoena power.)
7. The chairperson shall instruct all witnesses (except the parties) to wait outside of the hearing room and not discuss the case with the other witnesses during the course of the

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hearing. Witnesses will be called into the hearing room when the party offering their testimony is ready to offer the witnesses testimony. The parties, however, may discuss the case with the witnesses during recesses of the hearing.

8. The chairperson shall make rulings regarding hearing procedures, time allowed for presentations, admission of evidence, the limiting of cumulative evidence and/or witnesses and make such other rulings as otherwise may be necessary or appropriate.
9. The chairperson may grant a continuance only in the event of extenuating circumstances.
10. When the student requests a hearing and/or appeal, the Committee shall consider procedural and substantive matters and concerns and shall take such action as is deemed by the Committee to be in the best interests of all concerned.
11. At any point in the proceedings prior to the time when the Committee meets to consider its decision, the student(s) may withdraw the appeal and agree to the sanctions by so informing the chairperson in writing.
12. The Committee shall record its decision in writing (the decision letter), within 5 business days after the conclusion of the proceedings. The Committee chairperson shall notify the student, the faculty member, the Facilitator, and the college designee and/or academic chair via email a copy of the decision letter to the student.

VI. Final Appeals

- A. Appeals Directly to Dean/Program Administrator if the recommended sanction is **anything other than** suspension, dismissal or expulsion from the College:

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This appeal must be filed with the Dean/Program Administrator within 10 business days after the date of the decision letter from the Committee. Failure to file an appeal with the Dean/Program Administrator within the 10 business days after the date of the decision letter shall constitute a waiver and bar of the parties' rights. The Dean/Program Administrator shall provide the parties with a written decision regarding the appeal within 10 business days. This is the final step in the appeal process. The decision of the Dean/Program Administrator is final.

- B. Appeals Directly to Dean/Program Administrator if the Committee's recommended decision/sanction is suspension, dismissal or expulsion from the College:
 - 1. This appeal must be filed with the Dean/Program Administrator within 10 business days after the date of the decision letter from the Committee. The Dean/Program Administrator, the Committee Chairperson, and the College General Counsel must consult regarding the student and the recommended sanction(s). The student will be notified of the suspension, dismissal or expulsion from the College within 10 business days of the consultation between the Dean/Program Administrator, the Committee Chairperson, and the College General Counsel.
 - 2. Failure to file an appeal with the Dean/Program Administrator within the 10 days after the date of the decision letter shall constitute a waiver and bar of the parties' rights. The student will be notified of the suspension, dismissal or expulsion from the College.
- C. All Academic Integrity outcomes, decisions, hearings, and/or appeals must be reported on the Academic Integrity Form to the student's record in the college-wide database.

VI. Alleged Violations Occurring at the End of a Term

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A. Assignment of Incomplete as Grade:

In the event a faculty member alleges a violation of the Academic Integrity Policy by a student at the end of a term and: (i) the alleged violation is unable to be resolved before grades are due for the term; and (ii) is a violation of the nature that the faculty member may handle, the faculty member shall award the student a grade of “incomplete” in the course. The faculty member shall consult with the Facilitator to put the student on notice that an alleged violation of the Academic Integrity Policy has occurred and that the student must respond to the allegation, as listed in or waive the right to appeal/oppose any imposed sanction.

B. Attempts by Faculty Member to Contact Student:

If the faculty member’s initial attempt to contact the student after the term has ended is unsuccessful, the faculty member shall consult with the Facilitator to notify the student. This notification should inform the student that the faculty member believes a violation of the Academic Integrity Policy occurred and that the student has twenty (20) business days from the receipt of the email and/or letter to respond to the charge. If the student fails to respond within twenty (20) days of receiving the faculty member’s email or certified mail, return receipt requested, the faculty member shall impose the sanction, and the student shall be deemed to have waived any and all rights to appeal the sanction(s).

C. Student’s Rights after End of Term:

If the student fails to respond to the alleged violation within six (6) months of the notice of the allegations and/or recommendation of a sanction of suspension, dismissal or expulsion from the College and the email and/or mailing of the letter, the student shall retain the “F” in the course, the recommended sanction shall be imposed, and the student

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shall be deemed to have waived any and all rights to appeal such sanctions.

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