

**Approved by:** Faculty and President

**Date Approved:** Not Available

1. **Summary:** This policy defines academic dishonesty and establishes the process by which suspected and actual instances of academic dishonesty are addressed.
2. **Rationale:** Academic honesty is essential to the integrity of the College's academic programs and to the success of its students.
3. **Entities Affected:** students, faculty
4. **Definitions:**

*Academic Dishonesty:* academic dishonesty includes, but is not limited to:

  - cheating of any kind;
  - submitting, without proper approval, work originally prepared by the student for another course;
  - plagiarism, which is the submitting of work prepared by someone else as if it were his/her own; or
  - failing to credit sources properly in written work.
5. **Policy:** In cases of suspected academic dishonesty, the following steps will be taken:
  1. The instructor will seek to clear the student of the suspected offense through direct interaction with the students.
  2. If the student is cleared of any wrongdoing by the instructor, no further action is needed.
  3. If academic dishonesty is confirmed, the instructor will submit the appropriate form to the Academic Affairs Office, which will be placed in the student's permanent file. The instructor has authority to take whatever academic action he deems suitable, from a significant grade reduction to failure of the course.
  4. If the student disagrees with the instructor's conclusion, the students may appeal the decision to the Academic Cabinet through the Academic Affairs Office.
  5. The Academic Cabinet will provide a decision in writing, copies of which will be available to the student, involved faculty, and the student's permanent file.
  6. A second confirmed offense is considered a sufficient basis for dismissal from the College.
6. **Procedure:**
  1. **Implementation:** The procedure is outlined in the policy above.
  2. **Responsibility for Compliance:** Vice President of Academic Affairs
  3. **Notification:** This policy will be posted on the college's website and the College's *Catalog*.

For the Office of Institutional Effectiveness and Research only:

Policy version: 1.0	Policy number: 3.001
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Related policies: Student Appeals Policy
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Policy History

Version 1.0	Not Available
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