

Approved by: Faculty and President

Date Approved: March 11, 2020

Effective Date: August 17, 2020

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. Defining and addressing academic dishonesty helps to ensure the maintenance of academic honesty among students.
3. **Entities Affected:** students, faculty, Instructional Support staff
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
 - failing to credit sources properly in written work
5. **Policy:** The following process will be used to address suspected and actual instances of academic dishonesty:
 - a. If the instructor suspects academic dishonesty, she or he will seek an explanation through direct interaction with the student. If the student is cleared of any wrongdoing by the instructor, no further action is needed.
 - b. If academic dishonesty is confirmed, the instructor has authority to take whatever academic action she or he deems suitable, from a significant grade reduction to failure of the course. The instructor will document the details on the appropriate form. One copy will be provided to the student. One copy will be retained by the instructor. The original form will be given to the Director of Instructional Support for placement in the student's permanent file, which is maintained by the Registrar.
 - c. If the student disagrees with the instructor's conclusion, the student may appeal the decision to the Academic Cabinet. To appeal, the student will send a letter and relevant documentation to the Director of Instructional Support. After receiving the letter and all relevant documentation from the student, the Director of Instructional Support will contact the instructor to collect evidence regarding the matter. The Director of Instructional Support will then distribute all evidence to the Academic Cabinet.
 - d. The Academic Cabinet will meet to consider the evidence together. Any member of the Academic Cabinet with a prejudiced viewpoint may be excused from the discussion. If the instructor involved in the matter is a member of the Academic Cabinet, she or he will be excused from the discussion.
 - e. The Academic Cabinet will provide a decision in writing, copies of which will be distributed to the student, to the instructor involved, and to the Registrar for placement in the student's permanent file. A redacted

version of all documentation will be maintained by the Office of Instructional Support to track instances of compliance with this policy.

- f. A second confirmed offense is considered a sufficient basis for dismissal from the College.

6. Procedure:

- a. **Implementation:** The faculty is responsible for monitoring and acting on academic dishonesty, both individually and corporately. The Director of Instructional Support is responsible for accepting, distributing, and archiving material as described in this policy.
- b. **Responsibility for Compliance:** Vice President of Academic Affairs
- c. **Notification:** This policy will be published in the *Faculty Handbook* and *Academic Catalog*, as well as posted on the College’s website.
- d. **Policy Review:** This policy will be regularly reviewed according to the College’s policy review procedure.

For the Office of the President only:

Policy version: 2.0	Policy number: 3.001
Related policies: Student Appeals Policy	

Policy History

Version 1.0	Not Available
Version 2.0	March 11, 2020