

ACADEMIC MISCONDUCT

Academic misconduct can generally be defined as all acts of dishonesty in an academic or related matter. Academic dishonesty includes, but is not limited to, the following categories of behavior:

Cheating: use or attempted use of unauthorized materials, information, study aids, the answers of others, or computer related information.

Plagiarism: claiming as one's own the ideas, words, data, computer programs, creative compositions, artwork, etc., done by someone else. Examples include improper citation of referenced works, use of commercially available scholarly papers, failure to cite sources, or copying another's ideas.

Fabrication: presenting as genuine falsified data, citations, or quotations.

Abetting: helping another student commit an act of academic dishonesty. Allowing a fellow student to copy quiz/ examination answers or use one's work as his/her own are examples of abetting.

Misrepresentation: falsification, alteration, or misstatement of the contents of documents, academic works, or other materials related to academic matters, including works substantially done for one class as work done for another without receiving prior approval from the instructor.

In the event of suspected academic misconduct, the following procedure will be followed:

1. Upon reaching the conclusion that academic misconduct may have occurred and that action is warranted, the instructor will inform the student of the charge within 2 days, excluding Saturdays, Sundays and official College holidays. The student has the right to hear the instructor's reasons for making the charge, to inspect all relevant evidence in the instructor's possession, and to respond to the charge. Based on the student's response and all the evidence, the instructor will determine if a penalty is appropriate. If a penalty is deemed appropriate, the instructor will inform the student of the action to be taken. If the student is not in agreement with the findings or the penalty, the instructor will provide the student with a written statement of the action taken and the basis for that action. A copy of this written statement will be sent to the Campus Associate Dean on the campus where the course was taught or the College-wide Division Chair for Distance Education for courses taught via Distance Education (web-based, hybrid, or IITS).
2. Within five (5) days, excluding Saturdays, Sundays and official College holidays, of this notification, the student may appeal the instructor's decision by letter to the Campus Associate Dean or College-wide Division Chair for Distance Education, as appropriate. The Campus Associate Dean or College-wide Division Chair for Distance Education, as appropriate, will take testimony from the student, the instructor, and all appropriate witnesses within five (5) days, excluding Saturdays, Sundays and official College holidays, and make a decision. If the Campus Associate Dean or College-wide Division Chair for Distance Education, as appropriate, reverses the finding of academic misconduct, the instructor must re-examine the work in question and assign credit without prejudice. In the event that the Campus Associate Dean or College-wide Division Chair for Distance Education is the instructor, the appropriate College-wide Associate Dean will

replace the Campus Associate Dean or College-wide Division Chair for Distance Education in the appeal process. The decision of the Campus Associate Dean or College-wide Division Chair for Distance Education is final except for those cases in which the grade for the course is an "F."

3. In those cases where the final decision concerning an academic misconduct charge is an "F" for the course, the instructor will send a letter to this effect to the student and to the Campus Associate Dean or College-wide Division Chair for Distance Education, as appropriate, on the campus where the course was taught. If the student chooses to appeal the grade of "F" to the College-wide Associate Dean responsible for the course, all evidence and other information used to determine academic misconduct will be forwarded to that College-wide Associate Dean.
4. Within five (5) days, excluding Saturdays, Sundays and official College holidays, from the date of this notification, the Collegewide Associate Dean will review the evidence, hear any additional information, and make the final decision. During this or any appeal process, the student will remain in good standing and will be entitled to the rights and privileges given all other students.

Academic Penalties

The following is a list of penalties that may be imposed upon any student found guilty of academic misconduct by the instructor, the Campus Associate Dean, or College-wide Division Chair for Distance Education, as appropriate.

1. Requirement to submit additional work or take additional examinations.
2. A lower or failing grade on the assignment or examination.
3. A lower or failing grade in the course.
4. Removal from class.

Possible Additional Penalties

The following is a list of penalties that may be imposed by the appropriate College-wide Associate Dean, in addition to those imposed by the instructor, the Campus Associate Dean, or Collegewide Division Chair for Distance Education, as appropriate.

1. Reprimand: a written statement from the College expressing disapproval of conduct. This reprimand will be placed in a sealed envelope and retained with the student's permanent record.
2. Probation: The notice of probationary status will be placed in a sealed envelope and retained in the student's permanent record.
3. Suspension: Suspension from the College for a period of one year. Suspension will be required if the student has two instances of academic misconduct. The notice of

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suspension will be placed in a sealed envelope and retained in the student's permanent record. After a period of one year the student may apply for readmission to the College, but will remain on probation. Suspension from specific programs of study may be mandated on the first offense. Students should consult the policies of the program of study in which they are enrolled to determine the circumstances under which suspension can occur.

4. Dismissal: A permanent separation from the College. Students receiving this penalty are forever prohibited from readmission to the College. The notice of dismissal will be placed in a sealed envelope and retained in the student's permanent record.