



SAN DIEGO COMMUNITY COLLEGE DISTRICT

Administrative Procedure

Chapter 5 - Student Services

AP 3100.3 HONEST ACADEMIC CONDUCT

This procedure implements District Policy 3100 ensuring that honesty and integrity are integral components of the academic process. Students are expected to be honest and ethical at all times in their pursuit of academic goals.

1. DEFINITIONS:

- a. Cheating: The act of obtaining or attempting to obtain credit for academic work by the use of any dishonest, deceptive, or fraudulent means. Examples of cheating include, but are not limited to:
 - 1) Copying, in part or in whole, from another's test or other examination;
 - 2) Discussing answers or ideas relating to the answers on a test or other examination without the permission of the instructor;
 - 3) Using an annotated instructor's edition of a textbook;
 - 4) Obtaining copies of a test, an examination, or other course material without the permission of the instructor;
 - 5) Using notes, "cheat sheet" or other devices considered inappropriate under the prescribed testing condition;
 - 6) Collaborating with another or others in work to be presented without the permission of the instructor;
 - 7) Falsifying records, laboratory work, or other course data;
 - 8) Submitting work previously presented in another course, if contrary to the rules of the course;
 - 9) Altering or interfering with grading procedures;

- 10) Plagiarizing, as defined herein;
 - 11) Knowingly and intentionally assisting another student in any of the above.
- b. Plagiarism: The act of incorporating ideas, words, or specific substance of another, whether purchased, borrowed, or otherwise obtained, and submitting the same as one's own work to fulfill academic requirements without giving credit to the appropriate source. Examples of plagiarism include but are not limited to the following:
- 1) Submitting work, either in part or in whole, completed by another;
 - 2) Omitting footnotes for ideas, statements, facts or conclusions which belong to another;
 - 3) Omitting quotation marks when quoting directly from another, whether it be a paragraph, sentence, or part thereof;
 - 4) Close and lengthy paraphrasing of the writing or work of another, with or without acknowledgment;
 - 5) Submitting artistic works, such as musical compositions, photographs, paintings, drawings, and sculpting, of another;
 - 6) And submitting papers purchased from research companies (or downloaded from electronic source) as one's own work.

2. ACADEMIC AND ADMINISTRATIVE SANCTIONS

Cheating and plagiarism may warrant two separate and distinct courses of disciplinary action which may be applied concurrently in response to a violation of this policy.

- **Academic Sanctions**, such as grade modifications, are concerned with the student's grades and are the sole responsibility of the faculty member involved.
- **Administrative Sanctions**, includes any disciplinary action up to and including expulsion, and are the responsibility of the College president or designated representative.

a. ACADEMIC SANCTIONS

- 1) When a student is accused of cheating or plagiarism, it is recommended that the faculty member arrange an informal office conference with the student and the department chair, or designee, to advise the student of the allegation as well as the evidence which supports it.

- 2) The purpose of the informal conference is to bring together the persons involved so that the situation might be discussed informally and an appropriate solution might be decided upon.
- 3) If more than one student is involved in the incident, the faculty member may call the students together to confer as a group at the discretion of the faculty member. All notes and discussion between the student and faculty member are confidential, in accordance with the Family Rights and Privacy Act, and may be used as evidence in subsequent campus disciplinary proceedings or any subsequent legal action.
- 4) **Guidelines:** It is the faculty member's responsibility to determine the type of academic sanction, if any. In reaching the decision, the faculty member may use the following guidelines:
 - a) The faculty member should advise the student of the alleged violation and should have reasonable evidence to sustain that allegation. Reasonable evidence, such as documentary evidence or personal observation or both, is necessary if the allegation is to be upheld.
 - b) The usual sanction is "grade modification." This sanction is to be used only if the faculty member is convinced and has documented that cheating or plagiarism did, in fact, occur.
 - c) The "grade modification" is left to the discretion of the instructor and may include a zero or F on the paper, project or examination.
 - d) In addition to grade modification, certain instructional departments/programs may have policies which state that cheating can show unsuitability for continuation in the program and/or profession.
 - e) In all cases, faculty should make the student aware of the penalties for cheating or plagiarism and of their appeal rights. It is recommended that a statement be included in the course syllabus. (See District Procedures 3100.1 and 2).
 - f) If an academic sanction is imposed, the incident must be reported in writing within ten instructional days to the School Dean who shall send a copy of the report to the Disciplinary Officer. Notice to the Disciplinary Officer will ensure that there is documentation of the incident with the college in the event of a challenge or legal action.

b. ADMINISTRATIVE SANCTIONS

- 1) The School Dean will consult with the Disciplinary Officer as to whether the matter warrants administrative sanction in accordance with 3100.2. All actions related to discipline under Policy 3100.2 are the responsibility of the Disciplinary Officer.

- 2) In the memorandum to the School Dean, the faculty member should state what the nature of the offense was, the evidence, and the academic sanction imposed.
 - 3) The memorandum will be retained on file with the Disciplinary Officer.
 - 4) The Disciplinary Officer will notify the faculty member if an administrative sanction will be pursued.
3. APPEAL
- a. A student may appeal the decision of a faculty member to impose an academic sanction for plagiarism or cheating, as follows:
 - b. The student should file a petition with the School Dean and include documentation.
 - c. The School Dean will notify the Dean of Student Affairs of the pending appeal in the event disciplinary action is pending.
 - d. The School Dean will conduct a fact finding session with the faculty member, the department Chair and the student within 10 instructional days of the date the petition was filed to try to resolve the matter informally. In the event the matter cannot be resolved informally, the appeal will be referred to the Vice President of Instruction for a grade challenge hearing, pursuant to *A.P 3001.2, Grade Challenge*.

References: none

Approved by Chancellor: January 16, 2009

Supersedes: Procedure 3100.3, 04/22/1999