

4018. ADMINISTRATIVE REGULATIONS ON ACADEMIC HONESTY

4018.1 Definitions

- A. Definition of Cheating: Cheating is a form of dishonesty in which a student knowingly misrepresents himself or herself to the college.
- B. The following activities are considered forms of cheating. The list is not inclusive.
 - 1. Receiving assistance from anyone else in a testing situation. This means that a student may not receive any assistance from anyone else, except the faculty and/or staff member supervising the testing situation, or another person designated by the faculty member.
 - 2. Copying from another student during a testing situation.
 - 3. Talking to another student during a testing situation. (If a student has a question, he or she should ask the faculty and/or staff member who is administering the testing situation.)
 - 4. Using cheat-sheets in any form (paper, flesh, electronic or other) during a testing situation which is to be closed book. All testing situations are closed book unless the faculty and/or staff member supervising the testing situation clearly states otherwise.
 - 5. Handing information around to others in a testing situation, either written or stored in electronic form.
 - 6. Knowingly supplying another student with information during a testing situation.
 - 7. Having one student represent himself or herself as another student during a testing situation or any other class activity. Both students would be considered to have cheated. Although all cases of cheating are serious, this form of cheating is especially so, and is likely to have very serious consequences.
 - 8. Turning in an assignment in which the work is not the student's own work. (See also plagiarism below.)
 - 9. Furnishing false information to gain an academic advantage. (For example, falsifying records on completion of a prerequisite to gain entry into a course for which the student is not qualified.)

10. Taking an exam in a section in which the student is not enrolled, in order to prepare for an exam in a section in which the student is enrolled.

- C. Definition of Plagiarism: (For the purpose of this policy, plagiarism is to be considered a specific form of cheating.)

Plagiarism is copying another's work, and representing it as one's own. In an academic setting, it most commonly happens in writing assignments in which a student lifts a passage out of a published work without attribution. It can take other forms, including, but not limited to, copying parts of a speech or copying a work of art.

In its simplest form, plagiarism is the representation of someone else's idea or expression of an idea, or someone else's train of thought as one's own idea or expression of an idea or train of thought. In an academic setting, this is a form of cheating. In addition, in some cases, there can be serious legal issues involved concerning copyright violation, punishable by fines and jail terms. If in doubt the student should contact the faculty and/or staff member involved for guidance.

4018.2 Responsibilities

- A. All members of the academic community, including faculty, staff, administration and students are responsible for maintaining an academic environment in which inquiry is nurtured, individual responsibility is rewarded and academic dishonesty, cheating and plagiarism are not tolerated.
- B. Faculty and/or staff members are responsible for identifying cases of cheating and plagiarism by students which happen under their supervision, and are responsible for following up with appropriate action as identified in this policy.
- C. Students have the responsibility to refrain from the practice of cheating in any format; to follow the rules, regulations, and standards stated by the faculty and/or staff member in his/her classroom; and to abide by the Administrative Regulations of Student Conduct.
- D. The Dean of Student Affairs, in conjunction with the Vice President of Academic Affairs, is responsible for administering this policy.

4018.3 Consequences of Cheating

The consequences of cheating at any time at the college may range from a verbal reprimand to failure in a course. In addition, administrative discipline may affect the student's standing with the college including the possibility of expulsion. Any of these actions may be reflected on the student's transcript.

Students must realize that all cases of cheating are serious and reflect very poorly on the academic integrity and honesty of the student involved.

4018.4 Rights and Responsibilities of Faculty and/or Staff Members Discovering Cheating

- A. A faculty and/or staff member who suspects a student of cheating should assemble and document the evidence for further disciplinary action. The faculty and/or staff member should evaluate the situation to see if it is a clearly defined case of cheating.

- B. If there is sufficient evidence that cheating has taken place, the faculty and/or staff member should address the student, explain his or her view of the situation, and require a response from the student. If the faculty and/or staff member is convinced that cheating has occurred, he or she should notify the student involved of the consequences for that course. In addition, the faculty and/or staff member should send a written memorandum, detailing the specifics of the incident, to the Dean of Student Affairs for possible administrative discipline. Disciplinary action may affect the student's standing with the college beyond the classroom, including the possibility of expulsion.

- C. The faculty and/or staff member should notify the student involved of the student's right to challenge the faculty's and/or staff member's action using the due process provision of Policy 6440 Administrative Regulations on Student Conduct.

4018.5 Rights of Students Accused of Cheating

A student accused of cheating has the right to due process. To pursue this right, the student should go to the office of the Dean of Student Affairs for more information.