

San Juan College Academic Honesty Definitions and Procedures

Introduction

San Juan College's mission is to "educate and empower individuals to thrive in an ever-changing world." Assessments (homework, assignments, papers, projects, labs, exams, etc.) are used to measure how well each student is meeting program and course learning outcomes. Academic honesty is essential to this assessment process. When a student attempts to circumvent the process by any means, their work does not accurately reflect their learning and diminishes the value of every student's education. Even though the student may obtain a higher score, they have not mastered the material and are not likely to be successful in future coursework.

This document lists examples of common dishonest behaviors and the procedures followed in addressing academic dishonesty. Each student, instructor, and administrator is responsible for reading and understanding these definitions and procedures. Ignorance as to what constitutes academic dishonesty in no way absolves someone from guilt. Examples outlined below are not an exhaustive list of all possible types of dishonest behaviors.

Types of Academic Dishonesty

A. Cheating: Using materials, information, or study aids other than those specifically authorized by the instructor during exams, quizzes, or other graded activities. Some examples include:

- Copying or conspiring to copy another person's work
- Intentionally allowing another student to copy one's work
- Unauthorized use of physical resources, such as a textbook, cheat sheet, notes, etc.
- Unauthorized use of electronic resources, such as calculators, cell phones, internet, computer apps, etc.
- Obtaining answers to specific exam questions from another person or resource, before or during an exam
- Taking an examination or completing an assignment for another student or commissioning someone to take an exam or complete an assignment for oneself

B. Plagiarism: Using another person's or group's words, ideas, or data as one's own. To avoid plagiarizing, a student must give credit through footnotes, citations, or proper quotation structure when he/she uses:

- Another person's idea, opinion, or theory
- Any pieces of information that are not common knowledge. Examples include facts, statistics, images, graphs or drawings
- Quotations and/or paraphrases of another person's actual spoken or written words, including lectures, classroom discussions, and handouts
- Another person's data, solutions, or calculations without permission and/or proper citation of the source

In addition to plagiarizing another person's work, submitting all or part of one's own work from one class to another, without instructor permission, is self-plagiarism. Ignorance of plagiarism is not a legitimate defense against a charge of plagiarism. It is the responsibility of a college student to know what constitutes plagiarism. Any questions should be discussed with the faculty member who gave the assignment.

C. Fabrication: Knowingly giving false data, false information, false sources, or false testimony in laboratory work, field activities, research projects, or writings submitted for academic credit. Fabrication also involves:

- Making up data for a lab report instead of completing the lab work.
- Giving false testimony or information in an attempt to excuse missing academic assignments or examinations
- Changing examination answers or assignments after they have been graded, in an attempt to illegitimately earn a higher grade

D. Other Acts of Academic Dishonesty include, but are not limited to:

- **Stealing** or attempting to steal exams, answer keys, or official academic records, etc.
- **Forging** or altering academic records, attendance records, or signatures, etc.
- **Unauthorized collaboration**, particularly on take-home exams, without instructor permission
- **Facilitating** academic dishonesty by knowingly or intentionally helping another student commit any act of academic dishonesty
- **Intentionally impairing** the performance of other students (i.e. denying access to information, resources, or material made available for general class use; giving misleading information; destroying or altering materials, including computer files)
- **Falsifying time spent on assignments.** This includes falsely signing in or out on a computer system that tracks actual worked hours.

Levels of Academic Dishonesty

A. Level One Academic Dishonesty Infractions

Minor infractions that do not significantly affect the student's overall grade constitute Level One infractions. A single Level One infraction cannot be the primary cause of course failure.

A Level One incident is noted by the instructor and discussed with the student. If the instructor feels disciplinary action is necessary, the incident will be documented following the procedures listed in the Notice of Violation of Academic Honesty. Repeated infractions may be addressed by the Dean of Students (in consultation with appropriate program directors and school deans) as a behavioral issue.

Examples of Level One Infractions:

- Claiming to participate in group work but not doing so
- Plagiarism involving the failure to footnote or give proper acknowledgment in a limited section of an assignment or failing to cite all sources in a bibliography or Works Cited page
- Cheating on minor quizzes in introductory courses that do not significantly affect the student's overall grade

Possible Disciplinary Actions:

- Make-up assignment
- Redo assignment for a lesser grade
- No credit for the assignment

B. Level Two Academic Dishonesty Infractions

Infractions characterized by dishonesty of a more serious character or which affect a more significant aspect or portion of the coursework are Level Two infractions. Level Two infractions will be documented by the instructor using the procedures outlined in the Notice of Violation of Academic Honesty. Repeated or significant infractions may be addressed by the Dean of Students (in consultation with appropriate program directors and school deans) as a behavioral issue.

Examples of Level Two Infractions:

- Fabricating lab work, research data, or paper references
- Plagiarizing moderate portions on a written assignment
- Altering exams for the purpose of regrading
- Presenting the work of another as one's own
- Cheating on an exam

Possible Disciplinary Actions:

- Failing grade on assignment
- Reduction of course grade, including failure of course

C. Level Three Academic Dishonesty Infractions

Infractions that are a serious breach of academic honesty and affect a major or essential portion of work done to meet course requirements are Level Three infractions. A Level Three incident is documented by the instructor following the procedures outlined in the Notice of Violation of Academic Honesty. Level Three infractions may be addressed by the Dean of Students (in consultation with appropriate program directors and school deans) as a behavioral issue.

Examples of Level Three Infractions:

- Plagiarizing major portions of written assignments
- Collaborating before an exam to develop methods of exchanging information and implementing those plans
- Using a purchased paper, exam, or other materials
- Stealing or selling an exam, exam answers, a paper, or official academic records
- Intentionally impairing another student's performance
- Having a substitute take an exam or taking an exam for someone else
- Forging or altering any academic records

Possible Disciplinary Action includes:

- Failure of the course

Notice of Violation of Academic Honesty

The “Notice of Violation of Academic Honesty” is used for all levels of alleged academic dishonesty. An exception to this is Level One violations in which the instructor feels no documentation or follow through is necessary and the student does not wish to contest the violation.

Procedures:

1. The instructor completes the online “Notice of Violation of Academic Honesty” form found on the faculty page of MySJC and launches the workflow within five business days from when the occurrence was discovered.
2. The student will receive an electronic notification of the form, and have will have the opportunity to acknowledge the form and provide a statement and documentation. The statement and documentation must be completed within three business days of receiving the Notice.
3. The instructor will then schedule a meeting with the student within three business days of receiving the student’s response. If the student does not respond, the instructor will schedule the meeting within six business days of sending the notification to the student. At the meeting between the student and instructor, the instructor will outline the evidence of the violation of academic honesty to the student. The student will have an opportunity to respond to the allegations and present any evidence. Following the meeting the instructor will summarize the meeting on the electronic Notice of Violation of Academic Honesty, update the proposed disciplinary action, and submit the form to the workflow.
4. The student will receive an electronic notification of updates to the Notice. The student can then review the additions and elect to accept the disciplinary action or to appeal the decision to the school dean. The student’s decision must submitted within three business days of receiving the electronic notification.
5. If the student choose to appeal the decision of the instructor, he/she must include their written argument and attach any supporting documentation to the Notification.
6. The school dean will receive an electronic copy of the Notice, including the student’s decision. The dean will review the instructor’s accusation and the student’s responses including all supporting evidence. The dean will schedule a meeting with the student to discuss the appeal within three business days of receiving the Notification. After meeting with the student, the dean will make a final determination on the matter and submit their decision on the Notice. The school dean’s decision is final.
7. Copies of the completed Notice of Violation of Academic Honesty will be electronically sent to the student, instructor, school dean, and the Dean of Students. The Dean of Students will keep a copy of the Notice on file. If this is a repeated offense or the violation is deemed a significant infraction, the Dean of Students (in consultation with appropriate program directors and school deans) may take additional action as a behavioral issue. This action may result in suspension from

the college for a period of time, or expulsion.

In all cases, any materials associated with the infraction and reporting are considered confidential and handled accordingly.

(The information on this form is confidential and, as outlined in the procedures, shall be shared only with people directly involved in its resolution.)

SJC NOTICE OF VIOLATION OF ACADEMIC HONESTY

Student: _____ Time/Date: _____

Student ID#: _____

Instructor: _____

Course: _____ Section: _____ Semester/Year: _____

1. Description of Violation of Academic Honesty (specific basis of claims against the student):

2. Evidence of the Violation of Academic Honesty (Describe the assignment including instructions provided to the student. Explain the evidence establishing that the student committed the violation and if there are any witnesses besides the instructor and student. Additional Information may be attached to this form.)

3. Violation Level: _____ One _____ Two _____ Three

4. Proposed disciplinary action:

5. Student information: Your signature below does not in any manner indicate that you are admitting to the above violation or that you agree with the proposed disciplinary action. Your signature means only that you have received this notice on the date indicated.

Signature of Student

Time/Date Received

6. Student's Statement (Do you agree with the instructor's assessment? If not, please include a response explaining why you disagree. Also include any evidence you have to refute the accusation. Additional information may be attached to this form):

7. Summary of Meeting between Instructor and Student:

Date and Time of Meeting: _____

Summary:

Proposed disciplinary action:

Signature of Instructor

Signature of Student

8. The student has the right to appeal the instructor's decision with school dean. To appeal, please write your appeal argument below, and include any documentation. The appeal must be requested within three business days of the Instructor and Student Meeting.

9. Meeting with the School Dean:

Date and Time of Meeting:

Summary of School Dean's Actions (Include findings of the hearing and basis for decision):

Signature of Dean

Date Decided