

	Policy Number: 710	
	Policy Category: Academic Policies	
	Academic Integrity	
	Policy Summary: <i>This policy sets the expectations for honest academic work and provides a framework for addressing breaches of those expectations.</i>	
	Approval Date: 9/11/23	Effective Date: Upon approval
	Policy Owner: <i>President</i>	
	Scheduled for Review: <i>Fall 2028</i>	

Policy Statement

Academic work is evaluated on the assumption that the work presented is the student's own, unless designated otherwise. Anything less is unacceptable and is considered academically dishonest.

Definitions

Cheating: Using or attempting to use unauthorized materials, information, or study aids in any academic work submitted for credit.

Plagiarism: Submitting academic work for credit that includes material copied or paraphrased from published or unpublished works without documentation.

Fabrication: Deliberately falsifying or inventing any information or citation in academic work.

Facilitating Academic Dishonesty: Knowingly helping or attempting to help another violate the College's policy on academic dishonesty.

Falsifying qualifications: Deliberately misrepresenting oneself and/or one's professional qualifications, credentials, or experiences.

Faculty: mentors, instructors, and others who make academic decisions. Collectively referred to as faculty in the remainder of this document.

Sanctions: Penalty imposed for violation of a policy; possible sanctions include: no credit for the assignment; no credit for the course or the term; suspension from the College, revocation of an awarded degree.

Reason for Policy

This policy provides the expectations for academic honesty and the procedures for review and resolution of situations involving academic dishonesty.

Responsibilities

For following policy:	All students and faculty
For enforcement of policy:	All faculty
For oversight of policy:	Dean, Academic Affairs
For procedures implementing the policy:	Dean, Academic Affairs
For notification:	Policy Librarian

Procedures

If a faculty member suspects a student may be engaged in academic dishonesty:

1. The faculty member will meet with the student and discuss the situation in an effort to resolve the problem. If the meeting does not resolve the situation, a follow-up letter will be sent by the faculty member to the appropriate dean reviewing the allegations, the student's response, any pertinent documentation, and the outcome and recommendations. This must occur within 20 business days.
2. If necessary, a second meeting will take place involving the student, the faculty member and the dean. This meeting will review all of the documentation, allegations, and prior discussions to determine appropriate sanctions, if any. This must occur within 15 business days of the dean receiving the letter.
3. A resolution, including any sanctions, will be conveyed to the student in writing by the dean. This decision ends the investigation.
4. In the event that the student believes that the investigation and/or the sanctions are unwarranted, he/she may submit an appeal to the Appeals Committee. This appeal must be filed in writing and received within 15 days of the dean's ruling. No further appeals will be accepted and the Appeals Committee's decision is final.

Reinstatement after Dismissal for Academic Dishonesty

For the Dean, or designee, to consider reinstatement, a student must present convincing written evidence that they have come to value the standards for academic honesty and written affirmation that they agree to follow the College's Academic Integrity Policy.

Students are not eligible for reinstatement for at least one term after an academic dismissal>

If the Dean reinstates the student, they may place the student in warning status and may also establish terms and conditions for re-enrollment.

Students who are academically dismissed a second time for academic dishonesty are not eligible for reinstatement.

Cross Referenced Policies

Student Academic Appeals Policy
Student Grievance Policy

Revision History