ACADEMIC HONESTY

A. GENERAL:

Students are expected to conduct themselves according to the highest standards of honesty in the classroom, shop, or laboratory. Failure to do so is grounds for disciplinary action, up to and including suspension or expulsion from Pikes Peak Community College.

Faculty members have the responsibility to preserve and transmit academic values in the learning environment and in the example they provide to students. To this end, they are expected to instill in their students a respect for integrity and a desire to behave honestly; they must also take measures to discourage student academic dishonesty.

Students, as responsible members of the academic community, are obligated to maintain basic standards of integrity, and are expected to take an active role in encouraging other members to respect these standards. If students suspect a violation has been committed, they have a responsibility to discuss their suspicion with a member of the faculty or college administration.

NOTE: The Dean of Students does not review or process grade change requests or instructional concerns. Grade change requests and instructional concerns are processed and records are retained in the instructional divisions.

B. FORMS OF ACADEMIC DISHONESTY:

1. PLAGIARISM
   a. Plagiarism is the use of distinctive ideas or words belonging to another person, without adequately acknowledging that person’s contribution. Regardless of the means of appropriation, incorporating another’s work into one’s own requires adequate identification and acknowledgement, unless the material used is considered common knowledge. Plagiarism is doubly unethical because it deprives the true author of the rightful credit and gives that credit to someone who has not earned it. When the source is not noted, the following would constitute plagiarism:
      1) Word-for-word copying;
      2) The mosaic (to intersperse a few words of one’s own here and there while, in essence, copying another’s work);
      3) The paraphrase (the rewriting of another’s work, but still using the same fundamental idea or theory);
      4) Fabrication (inventing or counterfeiting sources);
      5) Ghost-written material (submitting another’s effort as one’s own)
   b. It is also plagiarism to neglect quotation marks on material that is otherwise acknowledged. The default assumption is that all work submitted for a grade is the student’s original effort unless documented otherwise. Collaboration may be expressly allowed on particular assignments by an instructor, but the student is ultimately responsible for accurately documenting to the instructor the extent of the assistance they received from others.

2. CHEATING
   a. Cheating involves intentionally possessing, communicating, using (or attempting to use) unauthorized (by the instructor) materials, information, notes, study aids, or other devices, in any academic exercise, or the communication with any other person during such an exercise.

Examples:
1) Copying from another’s paper or receiving unauthorized assistance from another during an academic exercise or in the submission of academic material.

2) Using a calculator when the use has been specifically disallowed.

3) Collaborating with another student or students during an academic exercise without the consent of the instructor.

3. FABRICATION AND FALSIFICATION
   a. This is the intentional and unauthorized alteration or invention of any information or citation in an academic exercise.

   Examples:
   1) Fabrication involves inventing or counterfeiting information; i.e., creating results not obtained, as in a laboratory experiment.
   2) Falsification involves altering results, deliberately changing information to suit one’s needs.

4. MULTIPLE SUBMISSION
   This is the submission of substantial portions of either written or oral academic work, which has previously earned credit, when such submission is made without instructor authorization or documented acknowledgement to the instructor.

5. MISUSE OF ACADEMIC MATERIALS
   a. This is intentionally or knowingly destroying, stealing, or making inaccessible, library or other academic resource material.

   Examples:
   1) Stealing, destroying, or tampering with library or reference materials, or computer programs or files.
   2) Stealing or destroying another student’s notes or materials, or having in possession such materials without the owner’s permission.
   3) Receiving assistance in locating or using sources of information in an assignment where such assistance has been forbidden by the instructor.
   4) Illegitimate possession and disposition of examinations or answer keys to tests and examinations.
   5) Unauthorized alteration, forgery, or falsification of official academic records.
   6) Unauthorized selling or purchasing of examinations, papers, or assignments.

6. COMPLICITY IN ACADEMIC DISHONESTY
   This is intentionally or knowingly contributing to the academic dishonesty of another.

NOTE: These examples of academic dishonesty shall not be construed to be comprehensive, and infractions will be dealt with on an individual basis. It is the obligation of each student to assist in the enforcement of academic standards; infractions—whether by students or faculty—should be first brought to the attention of the instructor.

C. REPORTING AND APPEALS:

1. REPORTING AN INFRACTION
a. If any member of the academic community believes that the Student Code of Conduct has been violated, the infraction should be reported to the course instructor. The instructor will then meet with the student, present evidence of the infraction, and request explanation.

1) If the instructor believes that the evidence of the infraction is sufficient to warrant a penalty, he or she may impose, as a minimum, a grade of zero (or an “F”) for that particular assignment / examination.

2) If the instructor deems it appropriate to lower the course grade to an “F” he or she may do so after consultation with the Division Dean.

b. Students who engage in any type of academic dishonesty are subject to both academic consequences as determined by the instructor and consideration of disciplinary action by the Dean of Students. Therefore, instructors must report all confirmed infractions to their respective Associate Dean and Dean of Students. The Dean of Students will consider appropriate disciplinary action in accordance with the CCCS Student Disciplinary Procedure (SP 4-30).

2. REPEAT OFFENDERS

Upon notification of an offense, the Dean of Students will identify repeat, confirmed offenders. After consultation with the instructor, and Associate Dean or Dean, the Dean of Students will meet with the student to allow him/her to be heard in the matter. Subsequently, the Dean of Students may impose disciplinary sanctions, up to and including suspension or expulsion from the college, in accordance with the CCCS Student Disciplinary Procedure (SP 4-30).

3. DUE PROCESS AND APPEAL

a. Students accused of academic dishonesty have the right to due process, as outlined below:

1) If the alleged infraction cannot be resolved between the student and instructor, the student may appeal the instructor’s decision to the Chair of that department (if appropriate) and the Associate Dean / Dean of that division via the Instructional Concern Procedure in in EP-310: Student Concerns.

2) If the student wishes to appeal the Dean of Students’ disciplinary action decision, appeal grounds and procedures are available in the CCCS Student Disciplinary Procedure (SP4-30).

D. DISCIPLINARY RECORDS

Disciplinary records are maintained by the Dean of Students, consistent with the provisions of the Family Educational Rights and Privacy Act of 1974. They will be separate from students’ academic records, but considered part of their educational records. Grade changes and Academic Concerns are maintained in the division.

E. EDUCATION:

1. As it cannot be assumed that students come to PPCC with a full understanding of the importance of academic honesty and integrity, education is essential towards developing their understanding of these standards. Toward this end,

a. The Academic Honesty policy will be reprinted in all college catalogs, student academic handbooks, and on the college internet site.

b. The Institutional Syllabus will contain material about Academic Honesty, Plagiarism, and Student Conduct, with links to more in depth information. Reference to the exact location of the Institutional Syllabus on the Portal will be contained in the course syllabus required in every class with instructions requiring students to know the content, or an actual link to the document will be in the course syllabus, or the course syllabus will contain the entire verbiage of the Institutional Syllabus.
c. Instructors will further specifically state in their course syllabi the documentation format they require (i.e., MLA, APA, etc.) and any additional policies they may have (i.e., cell phones turned off during tests, no pagers, etc.). In addition, instructors will detail collaboration that is allowed on a per assignment basis and require the student to document the work that was a result of that collaboration.

d. The ELI will emphasize these academic honesty policies to international students. Cultural differences that may actually encourage certain forms of plagiarism in other cultures are not acceptable in US institutions.

e. Instructors in all AVP, pre-College, and 100-level courses will discuss the college policy, the Forms of Academic Dishonesty, and possible sanctions in detail during the first week of classes.

f. The Writing Center will maintain anti-plagiarism educational resources for students and provide additional instruction as requested on proper documentation, format, etc.