

CHAPTER:	Scholastic Dishonesty	DATE ADOPTED	NUMBER
STUDENTS		August 10, 1999	407
<b>SYNOPSIS:</b>			
1	General Policy		
2	Disciplinary Action by the Instructor		
3	Student Appeal		
1	<p>General Policy: The College may initiate disciplinary proceedings against a student accused of scholastic dishonesty. Scholastic dishonesty includes, but is not limited to, cheating and plagiarizing. Plagiarism is presenting someone else's words as one's own, whether in writing or in speaking. Cheating and plagiarism, whether intentional or accidental, are serious offenses.</p> <p>Scholastic dishonesty will not be tolerated in any course. Plagiarism and other forms of cheating are examples of such dishonesty and will result in serious consequences.</p> <p>One is plagiarizing if one:</p> <ol style="list-style-type: none"> <li>uses direct quotes without quotation marks and textual citation of the material;</li> <li>paraphrases without crediting the source;</li> <li>presents another's ideas as your own without citing the source;</li> <li>submits material written by someone else as your own (this includes purchasing or borrowing a paper);</li> <li>submits a paper or assignment for which one has received so much help that the writing is significantly different from one's own.</li> </ol> <p>One is cheating if one:</p> <ol style="list-style-type: none"> <li>copies someone else's exam or homework;</li> <li>purposefully allows another student to copy your work or submit work you have written as his/her own;</li> <li>refers to a text, notes, or other materials during an exam without authorization to do so;</li> <li>submits a paper or assignment for which you have received so much help that the writing is significantly different from your own;</li> <li>passes test answers to another student during or before a test.</li> </ol>		
2	<p>Disciplinary Action by the Instructor: An instructor who suspects a student of scholastic dishonesty will inform the student of the allegation as soon as possible. It is up to the instructor to determine the disciplinary action to be taken, which could include giving the student a zero for the assignment, reducing the student's grade for the course, assigning an "F" for the course, or other action. The instructor will send a written report of the incident to the student, the appropriate Dean, and the Vice President of Instruction. If the instructor concludes that the incident merits additional disciplinary action (such as suspension or expulsion), he/she will send a written report of the case to the Vice President of Instruction for recommended additional disciplinary action.</p>		
3	<p>Student Appeal: If the student believes that the finding of scholastic dishonesty is in error or the penalty unjust, the student may appeal to the Vice President of Instruction. An informal hearing will be held and an administrative decision will be presented to the student.</p>		