

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.

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

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.

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.
- re.

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

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

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

T

the college for a period of time, or expulsion.

Student:

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