**ISP 190P**

**Academic Honesty Procedure**

**PURPOSE**

States procedures for instructors to follow when violations of academic honesty occur.

**SUMMARY**

Academic honesty requires students to generate work that is representative of their own personal abilities and original thinking. All students are expected to perform their academic work ethically and without plagiarism, cheating, unsanctioned use of AI programs, or other dishonest behaviors.

Plagiarism occurs when a student submits work of another as his/her own or fails to credit words, works or ideas borrowed from another source. This may be intentional or accidental.

Cheating occurs when a student uses unauthorized notes to complete an exam, takes an examination for another student, copies answers from other students’ examinations or engages in similar conduct intended to falsely represent, or that results in falsely representing, their academic capabilities. Students who knowingly provide material to another student for the purpose of committing (or assisting other students to commit) an offense against academic honesty are also subject to the provisions of this standard.

Unless an AI program is an explicit part of a given assignment, it is also considered a source of borrowed ideas and a false representation of a students’ academic capabilities, and is another form of cheating.

**PROCEDURE**

1. In cases of academic misconduct, the instructor is solely responsible for the academic consequences in the course where the conduct takes place. The instructor may:
   1. Require that the assignment be redone;
   2. Issue a failing grade for the assignment on which the cheating or plagiarism occurred;
   3. Issue the student a failing grade for the class; and/or
   4. Initiate a student conduct and discipline process.
2. When an instructor determines that a student has committed an infraction against the expectations of academic honesty, the student will be notified.
   1. If the infraction is minor and the instructor wants to treat it as an opportunity for learning, the notification may be verbal. The student may be given a chance to show their learning with a revision, new assignment, or other additional means of assessment.
   2. If the infraction is major and the instructor believes that the student should receive a failing grade on the assignment or the class as a result, the notification must be in writing.
3. Whether verbally or in writing, the notification should inform the student of the criteria by which plagiarism or cheating were determined.
4. The instructor may choose to generate an external record of the incident using the Academic Honesty Alert (AHA) form. This form has two potential uses:
   1. The AHA form can alert the Associate Dean that the instructor believes the student would benefit from an informal process of conduct review.
   2. The AHA form can maintain records (instructor explanations, scans of fraudulent tests, essays with plagiarized material highlighted and the source identified, or other supporting documentation) in case of future contested grades and/or future or concurrent incidents with the same student.
5. If the instructor wishes to initiate the formal student conduct and discipline process, that must be completed with the Student of Concern form.
6. If the infraction is major and will result in a failing grade, the instructor should maintain the evidence and/or write an account of the evidence in case of a grade appeal (see ISP 281). In a case of plagiarism, this means keeping a record of the unattributed source(s), either digitally or in hard copy. According to the Oregon Secretary of State Archives Division (Chapter 166-450-0120), these records should be maintained for a minimum of one year, or until a contested grade is resolved.
7. If the infraction is egregious and/or the instructor believes it is an ongoing and harmful pattern in this student’s academic career, the instructor may take any actions indicated above and initiate the Student Conduct and Disciplinary process using the [Student of Concern](https://cm.maxient.com/reportingform.php?ClackamasCC&layout_id=0) form in addition to their own actions, as stated in the Student Handbook.
   1. The instructor will file a referral with the Coordinates, Assesses, Responds, Engages (CARE) Team using. This form should be submitted as soon as possible after the infraction occurs.
   2. The form includes the option to upload supporting documents, which should include copies or explanation of communication with the student, a copy of the syllabus, and any supporting evidence of cheating or plagiarism.
   3. The CARE team will assign the case to the appropriate Associate Dean who will follow the disciplinary process as outlined in the Student Code of Conduct.
   4. In an informal process, the Associate Dean will invite the student to discuss the incident of academic dishonesty. This conversation may include:
      * 1. A review of the code of conduct
        2. Referrals to appropriate campus resources
        3. Educational sanctions
        4. A written behavior contract that both parties review and sign.

The Associate Dean will also notify the student that any further infractions (or new information about the first infraction) may result in the formal disciplinary procedure. In the case of an informal process, any sanctions, contracts, or censures are saved in the student’s disciplinary file for internal purposes only. They may be considered in future conduct cases, but will not inhere to the student after they leave CCC.

* 1. In the formal disciplinary procedure, the Associate Dean will invite the student in writing to discuss the incident of academic dishonesty. Notice should be provided at least two working days before the scheduled meeting. At this meeting, participants will present evidence of and explanations for the incident of academic dishonesty. If the student fails to appear or refuses to present any explanation or evidence, they lose the right to further meetings or to appeal this disciplinary action. After the meeting, the Dean will meet with the Conduct Team to determine if the student is in violation of the Code of Conduct. If so, the following disciplinary sanctions may be employed:
     + 1. Disciplinary probation
       2. Suspension
       3. Expulsion
       4. No-Trespass Order

Any of these sanctions would be recorded in the student’s permanent disciplinary record and may be considered in future conduct cases.

1. A student may appeal their conduct decision using the Discipline Appeal Form located on the CCC website. The appeal will be considered only on the basis of an alleged violation of the disciplinary procedure and must be made to the Dean of AFAC within five working days of the conduct decision. Upon receipt of the appeal request form, the Dean of Academic Foundations and Connections shall review the request and either uphold or revise the sanction decision within ten working days of receipt of the appeal form. This date may be extended by mutual agreement.

**REVIEW HISTORY**

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| ISP Committee |  | 2022 |
| College Council | Reviewed |  |