

# San Juan College Academic Honesty Rules

## Introduction

San Juan College believes that the basis for personal and academic development is honesty. Personal commitment, honest work, and honest achievement are necessary characteristics for an educated person. In order to help the students, staff, and faculty of San Juan College maintain academic honesty, it is necessary to establish academic honesty rules. These rules will govern the procedures and consequences associated with academic dishonesty and will serve as an educational tool, outlining what is academically dishonest conduct. It is the individual responsibility of each student, faculty member, and administrator to read and understand these rules. It should be further understood that ignorance of what constitutes academic dishonesty in no way absolves guilt from an act which lacks academic integrity. The following rules shall present definitions for several types of academic dishonesty and then proceed to describe the process by which cases of academic dishonesty are reported and adjudicated.

## Types of Academic Dishonesty

**A. Cheating:** Using materials, information, or study aids other than those specifically authorized by the instructor during exams, quizzes, or other graded, in-class activities.

Cheating includes, but is not limited to:

- Copying or conspiring to copy another student's work
- Intentionally allowing another student to copy one's work
- Unauthorized use of a textbook, cheat sheet, notes, etc.
- Unauthorized use of devices such as calculators, cell phones, symbolic manipulators, palm pilots, electronic dictionaries, walkmans, tape recorders, radio transmitters, etc.
- Obtaining answers to specific test questions from another student 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

**B. Plagiarism:** 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 such as facts, statistics, 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

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 about what constitutes plagiarism should be discussed with the faculty member who gave the assignment.

**C. Fabrication:** 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:

- Giving false testimony or information in an attempt to excuse missing academic assignments or examinations
- Changing examination answers or assignments after they have been graded, in an attempt to illegitimately earn a higher grade

**D. Other Acts of Academic Dishonesty include, but are not limited to:**

- **Stealing** or attempting to steal exams, answer keys, or official academic records, etc.
- **Forging** or altering academic records, grade change cards, attendance records, or signatures, etc.
- **Unauthorized collaboration**, particularly on take-home exams, without instructor permission
- **Facilitating** academic dishonesty by knowingly or intentionally helping another student commit any act of academic dishonesty
- **Intentionally impairing** the performance of other students (i.e. denying access to information, resources, or material made available for general class use; giving misleading information; destroying or altering materials, including computer files)
- **Submitting** all or part of one's work from one class for use in another without instructor permission
- **Falsely signing in or out** on a PC that tracks actual lab hours

### Levels of Academic Dishonesty

#### A. Level One Academic Dishonesty Infractions

Minor infractions that do not significantly affect the student's overall grade constitute Level One infractions.

- A Level One infraction cannot be the primary cause of course failure.
- A Level One infraction cannot lead to expulsion.
- Level One incident is noted by the instructor and discussed with the student. If the instructor feels disciplinary action is necessary, the incident is documented by the instructor and issued through a notice of violation to the student within five business days of when the occurrence is discovered. The student is notified in that notice of violation to meet with the instructor within 72 hours to discuss the incident. Following that discussion, the instructor then files a report within 48 hours with the appropriate Dean and the involved student regarding the incident and

his/her final determination of the violation with discipline measures, if any, included. The student may file a written letter to appeal that determination with the Dean within 72 hours after receipt of the report. The Dean will set the appeal hearing with the student and any other witnesses and will render a final decision based on that hearing.

Examples of Level One Infractions:

- Claiming to participate in group work and not doing so
- Minor amounts of plagiarism involving the failure to footnote or give proper acknowledgment in an extremely limited section of an assignment or failing to cite all sources in a bibliography or Works Cited page
- Cheating on minor quizzes that do not significantly affect the student's overall grade

Possible Disciplinary Actions:

- Make-up assignment
- Redo assignment for a lesser grade
- Chance to rewrite assignment
- No credit for the assignment

## **B. Level Two Academic Dishonesty Infractions**

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.

- A Level Two infraction cannot result in expulsion from the institution.
- The record of a Level Two infraction will be kept for two years by the appropriate Dean and the Office of the Registrar.
- The student will be placed on disciplinary probation for a period of two years.
- Level Two incident is documented by the instructor and issued through a notice of violation to the student within five business days of when the occurrence is discovered. The student is notified in that notice of violation to meet with the instructor within 72 hours to discuss the incident. Following that discussion, the instructor then files a report within 48 hours with the appropriate Dean and the involved student regarding the incident and his/her final determination of the violation with discipline measures, if any, included. The student may file a written letter to appeal that determination with the Dean within 72 hours after receipt of the report. The Dean will set the appeal hearing with the student and any other witnesses and will render a final decision based on that hearing.

Examples of Level Two Infractions:

- Fabricating a paper
- 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
- Additional options as approved by Dean and instructor

### **C. Level Three Academic Dishonesty Infractions**

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. Incidents that involve premeditation or are preceded by one or more Level Two infractions are also Level Three infractions.

- The record of a Level Three infraction will be kept on file permanently.
- The notation of "Academic Disciplinary Separation" will remain permanently on file in the following offices: Registrar, appropriate Dean, and Vice President for Student Services.
- A Level Three incident is documented by the instructor and issued through a notice of violation to the student within five business days of when the occurrence is discovered. The student is notified in that notice of violation to meet with the instructor within 72 hours to discuss the incident. Following that discussion, the instructor then files a report within 48 hours with the appropriate Dean and the involved student regarding the incident and his/her final determination of the violation with discipline measures, if any, included. The student may file a written letter to appeal that determination with the Dean within 72 hours after receipt of the report. The Dean will set the appeal hearing with the student and any other witnesses and will render a final decision based on that hearing.

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 Actions:

- Suspension
- Expulsion, Academic Disciplinary Separation
- Failure of the course, with notation "Academic Disciplinary Separation"

## **Notice of Violation of Academic Honesty**

San Juan College instructors will use the “notice of violation of academic honesty” form for all levels of alleged academic dishonesty. The exception to this will be Level One violations in which the instructor feels no documentation or follow through is necessary. The Instructor will complete the form which provides for the following:

1. A description of the academic dishonesty involved
2. Evidence of the violation to include:
  - a. Name of course
  - b. The assignment, examination, or project
  - c. Date work was due, presented, taken, or performed
  - d. Information used to establish the violation, witness names not disclosed
3. Violation level
4. Proposed penalty
5. Signature of student(s) indicating receipt of form and date
6. Statement of student(s) to instructor
7. Recording date of meeting with student and instructor
8. Appeal to appropriate Dean by student, date set for hearing
9. Decision by Dean concerning appeal.

In the case of Level One academic dishonesty, the Instructor will hold the material relative to the case. In cases of Level Two and Level Three academic dishonesty where the Dean upholds the decision of the instructor, copies of the documents will be sent to the Vice President for Learning and the Vice President for Student Services to be made part of the student(s) permanent record. The decision will not be reflected on the student official transcript. **In all cases, any materials are considered confidential in nature and handled accordingly.**

# San Juan College

**(Confidential)**

## **NOTICE OF VIOLATION OF ACADEMIC HONESTY**

(Issued to student(s) within five business days of discovery of occurrence)

Student: \_\_\_\_\_ Time/Date: \_\_\_\_\_

Instructor: \_\_\_\_\_

1. Description of Violation of Academic Honesty (specific basis of claims against the student):

2. Evidence of the Violation of Academic Honesty (how you will prove a violation of the Rules for San Juan College Academic Honesty):

(a) Course:

(b) Paper, Examination, Presentation. Project Involved or Assignment:

(c) Date the above was due, presented, taken or performed:

(d) Evidence used to establish the violation:

(e) Are there witnesses to this violation?

Yes \_\_\_\_\_

No \_\_\_\_\_

3. Violation Level: \_\_\_\_\_ One \_\_\_\_\_ Two \_\_\_\_\_ Three

4. Proposed disciplinary action:

5. Student information: Your signature below does not in any manner indicate that you are admitting to the above violation or that you agree with the proposed disciplinary action. Your signature means only that you have received this notice on the date indicated.

\_\_\_\_\_  
Signature of Student

\_\_\_\_\_  
Time/Date Received

**(Student has 72 hours to discuss occurrence with instructor after receiving this notice.)**

Student's Statement (summary only):

Instructor's Response to Student's Statement (summary only):

\_\_\_\_\_  
Signature of Instructor

\_\_\_\_\_  
Time/Date of Meeting

\_\_\_\_\_  
Signature of Student

\_\_\_\_\_  
Time/Date of Meeting

The student has the right to request a meeting to appeal the instructor's decision with the dean of the school. You must request a meeting with the dean within 72 hours after receiving your instructor's response to your side of the story. In addition to yourself and any writing or recordings, you may bring any witnesses you have or written statements from your witnesses to establish your case.

I hereby exercise my right to appeal:

Student Signature \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_  
Date of Meeting with Dean:

Summary of Dean's Actions (Include findings of the hearing and basis for decision):

\_\_\_\_\_  
Signature of Dean

\_\_\_\_\_  
Date Decided

Completed Form on File in \_\_\_\_\_ Office(s)  
Held until Date of: \_\_\_\_\_

