

The successful functioning of the academic community demands honesty, which is the basis of respect for both ideas and persons. In the academic community there is an ongoing assumption of academic integrity at all levels. There is the expectation that work will be independently thoughtful and responsible as to its sources of information and inspiration. Honesty is an appropriate consideration in other ways as well, including but not limited to the responsible use of library resources, responsible conduct in examinations and the responsible use of the Internet.

The suspicion of dishonesty in academic activities is a serious matter because it threatens the atmosphere of respect essential to learning. Faculty should openly express a zero tolerance toward academic dishonesty in any form, including but not limited to plagiarism, which is the misrepresentation of someone else's words, ideas, research, images, video clips, or computer programs as one's own; submitting the same paper or computer program for credit in more than one course without prior permission; collaborating with other students on papers or computer programming assignments and submitting them without instructor permission; cheating on examinations; violation of copyright laws; forgery; and misuse of academic computing facilities. Faculty should provide a definition of the standards of academic honesty during the first class session, both orally and in writing. (adapted from the University of Puget Sound and Academic Senate for California Community Colleges)

**Some examples of cheating and/or plagiarism include, but are not limited to, the following items:**

1. Asking for or giving another student information during a test;
2. Copying answers from another student's paper or intentionally allowing someone to copy from one's own paper during a test;
3. Using materials prohibited by the instructor during a test;
4. Either impersonating another student or having another person assume one's identity;
5. Changing answers on a previously graded test in order to have a grade revised;
6. Stealing examination materials;
7. Copying material exactly or using material in essence, without providing appropriate documentation;
8. Copying or falsifying a laboratory or clinical project/assignment, including computer programs, in either disk or hard copy form;
9. Allowing someone else to compose or rewrite a student's assignment;
10. Stealing, buying, selling, or otherwise providing term papers.

The following is a range of actions which could be taken by a faculty member if a student is caught cheating. The specific action should be up to the faculty member's discretion. The faculty members should state their individual policy in the syllabus for the class.

**Expulsion from the college** – Faculty recommends to The College Judicial Council that student be permanently expelled from the college.

**Suspension from the college** – Faculty recommends to The College Judicial Council that student be suspended from the college for a specific period of time.

**Failure of the course** – Faculty gives proof of cheating and fails student for the course.

**Failure of a particular assignment** – Faculty returns work with proof of cheating and gives a grade of F for that work.

**Warning** – Faculty advises student that they are suspected of cheating and that such action is not acceptable.