Working Draft – Academic Dishonesty Handbook

References:
AP 5500A Academic Dishonesty
Educational Code Sections 66300, 66301, 76030, 76031
Title 5 Section 55002(a)(2)(A)

This Academic Dishonesty Handbook is intended to clarify and establish distinct levels of authority and disciplinary protocols in response to academic dishonesty, as referenced in the Student Code of Conduct.

Academic dishonesty defrauds all those who depend upon the integrity of the College, its courses, and its degrees and certificates. In a broader sense, the public is defrauded if faculty knowingly or unwittingly allow dishonest acts to be rewarded academically. Faculty need to make every reasonable effort to foster honest academic integrity and conduct. If the faculty member concludes that there is evidence of academic dishonesty on the part of a student, it is the faculty member’s responsibility to take appropriate action in accordance with Administrative Procedure 5501, and submit the Ohlone College Academic Dishonesty Reporting Form.

Students at Ohlone College have the right to know what constitutes academic dishonesty in each course in which they are enrolled. Faculty members are responsible to apprise the students enrolled in their courses of the ethical standards required and the permissible procedures in course work and examinations.

The following are grounds upon which violations of Academic Dishonesty can be based:

I. Academic Dishonesty, includes:
   A. Cheating -- Cheating is the act of obtaining or attempting to obtain credit for academic work through the use of any dishonest, deceptive, or fraudulent means. Cheating at Ohlone includes, but is not limited to:
      1. Copying, in part or in whole, from another’s test or other evaluation instrument or obtaining answers from another person during the test;
      2. Using or consulting during an examination sources or materials not authorized by the instructor, or sitting for an examination in a setting not approved by the instructor;
      3. Collaboration with another person on an assignment without instructor permission, or allowing another student to copy from your work;
      4. Submitting work previously presented in another course without first receiving permission from the current instructor to reuse the work;
      5. Altering or interfering with grading or grading instructions;
      6. Unauthorized preprogramming of and/or access to electronic devices;
      7. Any other act committed by a student in the course of his or her academic work which defrauds or misrepresents, including aiding or abetting in any of the actions defined above.
B. Plagiarism – Plagiarism is a form of cheating. It is the act of incorporating the ideas, words, sentences, paragraphs, data, or the specific substance of another’s work as one’s own without properly acknowledging the source of such material through complete and accurate citations and reference lists. Both the intentional and unintentional use of another’s work constitutes plagiarism. Plagiarism at Ohlone includes, but is not limited to:
1. Directly quoting another person’s words without the use of quotation marks and acknowledging the source;
2. Paraphrasing, or restating, another person’s ideas, opinions or theories without acknowledging the source;
3. Using facts, statistics, or other material taken from a source without acknowledging the source;
4. Failing to properly cite an original source when using a secondary source;
5. Representing another’s artistic/scholarly works such as musical compositions, computer programs, photographs, paintings, drawings, sculptures, or similar works as one’s own.

C. Egregious Academic Dishonesty – Egregious Academic Dishonesty includes, but is not limited to:
1. Any instance of fabrication or falsification. Examples of fabrication and falsification include, but are not limited to:
   a. Citing information not taken from the source indicated;
   b. Citing a source that does not exist;
   c. Listing sources in a bibliography or reference list that were not used in the project;
   d. Intentionally distorting the meaning or applicability of data;
   e. Inventing or falsifying data or source information in experiments, research projects, or other academic assignments;
   f. Listing hours worked or activities performed during a clinical, laboratory, or service learning experience that did not occur;
   g. Completing an assignment or sitting for an examination by a surrogate, or as a surrogate;
   h. Fabricating or falsifying documentation to try to change a course grade;
2. Theft of a copy of an exam or other assessment tool;
3. Selling or purchasing an exam, software program, paper, or other materials to be submitted for an assignment

Faculty Discretion
Cases involving the careless or inept handling of quoted material, but which fall short of the definitions of the acts of cheating and/or plagiarism as defined in Section 1.A. and Section 1.B. of this handbook, may be dealt with at the discretion of the faculty member concerned.

II. Student Evaluation and Reporting
When a faculty member responsible for a course has concluded that the behavior of a student or students falls within one or more of the above sets of definitions, it is the faculty’s responsibility to take the steps described in AP 55001-Academic Dishonesty.
III. Sanctions

Academic sanctions and/or administrative sanctions are the two types of sanctions that may be imposed for violations of Sections I.A., I.B., and I.C. Academic and/or administrative sanctions must comply with Ed Code Section 55002(a)(2)(A). Academic sanctions are defined as actions related to the course work and grades, which are the responsibility of the faculty member. Administrative sanctions are related to sanctions as defined in the Student Code of Conduct and are acted on by the Vice President, Student Services. The imposition of one variety of sanctions will not preclude the additional imposition of the other.

A student’s signature on the Academic Dishonesty Reporting Form is not necessarily an admission of guilt, and a student’s refusal to sign the Academic Dishonesty Reporting form does not exempt them from sanctions. Multiple incidents of cheating, even in the same course, must be reported separately and are treated separately, as appropriate.

A. Academic Sanctions – Faculty are responsible for determining the type of academic sanction to be applied to students involved in incidents of Academic Dishonesty which include cheating or plagiarism. Before academic sanctions can be imposed, the faculty member must have verified the instances of academic dishonesty by personal observation and/or documentation. Academic sanctions that may be imposed by the faculty member include, but are not limited to the following:

1. Reprimanded orally. A student may also be referred for counseling, but cannot be required to seek counseling.
2. Lowered grade on assignment, exam, paper, project, or course work involved.
3. Failed grade on assignment, exam, paper, project, or course work involved.
4. Retake or resubmit assignment, exam, paper, project, or course work involved.
5. Complete additional assignment, exam, paper, project, or course work.
6. Referred for administrative sanctions.
7. Referred to be placed on disciplinary probation for Egregious Academic Dishonesty sanctions (See Section I C and Section III B).

Regardless of the sanction imposed, the faculty member must use the Academic Dishonesty Reporting form for each offense and send the form the academic dean for processing.

B. Administrative Sanctions – As stipulated in the California Code of Regulations (Title 5, Article 2, Section 41301, Educational Code Section 76030), sanctions for Academic Dishonesty can be imposed on applicants, enrolled students, students between academic terms, graduates awaiting degrees, and students who withdraw from school while a disciplinary matter is pending. Administrative action involving academic dishonesty at Ohlone College is the responsibility of the Vice President, Student Services according to the sanctions defined in the Student Code of Conduct. The Vice President, Student Services will respond to:

1. Referrals from faculty related to violations of the Student Code of Conduct;
2. Egregious violations of academic integrity; and
3. Repeat violations as brought to the attention by the faculty or through the centralized reports filed with the Vice President, Student Services.
Administrative sanctions include, but are not limited to the following:

1. Students found to have violated academic dishonesty at the level of Egregious Academic Dishonesty will be placed on disciplinary probation.

2. Repeat violators of academic dishonesty, as noted in the Student Code of Conduct, will face the following sanctions:
   a. Students found to have violated the academic dishonesty behavior in two separate incidents will be placed on disciplinary probation, and potentially suspended or expelled from the College;
   b. The Vice President, Student Services will initiate expulsion proceedings for students found to have violated academic dishonesty behavior in three or more separate incidents.
   c. If a transfer institution makes an inquiry on a student’s code of conduct, the college will disclose the student’s code of conduct file.

Faculty members and the academic dean will be notified by the Vice President, Student Services in writing as to what action has been taken.

IV. Students Rights and Responsibilities.
Nothing in this procedure is intended to deny students who come within its scope appropriate “due process,” including the right to be informed of the charges, the nature of the evidence supporting the charges, and to have a meeting with the faculty member, the academic dean, or other designees. Nor is it intended to deny the right to appeal, through the appropriate college protocols, any decision resulting from such a meeting.

In academic dishonesty cases involving administrative sanctions where the Vice President, Student Services recommends suspension or expulsion of a student, the student has the right to a Student Conduct Board Hearing if they disagree with this recommendation. The Board shall be convened quickly to comply with the Student Code of Conduct requirements which state, “The formal hearing before the Student Conduct Board shall be held within ten (10) days after the notice of the hearing is sent.”

In all academic dishonesty cases, students have the right to appeal findings of academic dishonesty. As outlined in AP 55001. The appeals process concerns itself only with the question of whether the alleged act of academic dishonesty did in fact occur. Ignorance of academic standards and practices or course policies and assignment directions will not absolve any student from being held responsible for them or from any disciplinary action that may result from their actions.