



Title: Academic Honesty Policy

Effective Date: 07/08/2013

Last Revision Date: 08/03/2022

Cancellation:

Department/Office: Academic Affairs

Academic Honesty Policy

PURPOSE

This policy defines academic honesty and intellectual integrity and establishes an academic code of ethics by which all students, faculty, and staff of Nunez Community College must abide. It also establishes a procedure for reporting instances of academic misconduct and ensures that sanctions resulting from instances of academic misconduct are understood and are properly and consistently enforced.

SCOPE

Since academic honesty and intellectual integrity are fundamental to the process of learning and to evaluating students' academic performance, all members of Nunez Community College share the responsibility of safeguarding the institution against all acts of academic dishonesty that undermine the entire process of learning. All faculty members must encourage and maintain an atmosphere of academic honesty and explain to students the regulations defining academic honesty and the sanctions for violating these regulations. Students also share the responsibility for creating and maintaining an atmosphere of honesty and integrity by engaging in academically ethical scholarship and by reporting cheating or other instances of academic dishonesty to their instructors or the appropriate academic dean.

POLICY

Academic dishonesty includes, but is not limited to, the following: cheating, tampering with academic records and examinations, falsifying identity, plagiarism, and being an accessory to acts of academic dishonesty.

Academic Misconduct

Tampering with, falsifying, or misusing academic records or materials constitute acts of academic



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misconduct. Examples include, but are not limited to, the following:

- Altering, or attempting to alter, academic records or documents (paper or electronic), such as transcripts, grade reports, gradebooks, policies, assignments, and examinations.
- Stealing, buying, or otherwise obtaining all or part of an unadministered test or academic exercise.
- Selling or freely distributing all or part of an unadministered examination, quiz, exercise, and other unadministered assessment.
- Paying for (through exchange of money or non-material exchange) all or part of an unadministered test or academic exercise, the answers/solutions of said exercise, or any other form of unauthorized material (both written and physical).
- Accessing electronic resources or entering a building or office without authorization for the purpose of changing a grade or tampering in any way with grades or examinations.
- Falsifying or purposefully lying about any aspect of academic performance, such as knowingly reporting false data, fabricating results, plagiarism, and other forms of falsification and misrepresentation.
- Assisting or attempting to assist a third party's violation of Nunez Community College's Academic Honesty Policy.

Cheating

Cheating is an act of deception by which a student misrepresents mastery of information on an academic exercise. These acts can be either premeditated or not. Examples include, but are not limited to, the following:

- Inappropriate and unauthorized collaboration during an academic exercise that students are meant to complete individually.
- Copying (or allowing someone else to copy) coursework from another student on any unauthorized source on any assignment, including examinations, essays, labs, etc.
- Unauthorized use of textbooks or other material prohibited by an instructor in any capacity for any assignment.
- Unauthorized use of devices, such as calculators, or the unauthorized use or possession of specialty prepared materials, such as notes or formula lists, during an academic exercise.

Falsification/Fabrication

The intentional use of false information or the falsification of research, findings, and personal or college documents with the intent to deceive constitute acts of falsification and fabrication. Examples include, but are not limited to, the following:

- Citing information not taken from the source indicated.
- Listing sources in a bibliography not used in the academic exercise.



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- Fabricating data or source information.
- Submitting as one's own any academic exercise prepared totally or in part for/by another.
- Taking a test for another student or permitting another student to take a test for oneself.
- Submitting work previously used for credit in another course without the express permission of the instructor.
- Falsifying or misrepresenting oneself on résumés or other such documents or college-related forms.

Plagiarism

Presenting someone else's actual (or paraphrased) words, ideas, or data in an essay, report, or other academic project as one's own without acknowledging and attributing authorship to the source constitutes an act of plagiarism. In any student's academic work, all source material must be appropriately identified and cited according to the conventions for acknowledging source material (websites, books, essays, periodicals, scholarly journals, etc.).

Plagiarism includes, but is not limited to, the following:

- Not citing sources or citing sources incorrectly. (Students should be informed when citing sources is required/necessary).
- Taking any work that has been done by anyone else and presenting it as one's own work.
- Presenting data collected by someone else as one's own and not giving credit to the source of the data.
- Copying any portion of a website, periodical, scholarly article, etc. and passing it off as one's own writing without attributing the true authorship of the copied writing.
- Copying any portion of a website, periodical, scholarly article, etc. and passing someone else's ideas off as one's own by changing a few words and the syntax of certain sentences.
- Allowing someone else to perform as oneself on an assignment, including taking a test, writing an essay, completing a lab report, etc.

The Instructor's Role

Instructors must set clear expectations for how students should utilize and document source material and research for every assignment that calls for consulting outside source material. They must inform students of what constitutes authorized and unauthorized source material for each assignment, and they must also set clear expectations for how they expect students to document these sources and provide proper attribution to them (e.g., including MLA or APA citations in an essay and creating a works cited page or a bibliography).

The Student's Role

Students are responsible for learning and abiding by the conventions of research documentation



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and source attribution as provided by their instructor. Disregarding proper citation conventions can be considered plagiarism.

Accessory to Acts of Academic Dishonesty

Students who facilitate, support, or conspire with another student to commit or attempt to commit any form of academic dishonesty will also be subject to sanctions or other disciplinary action commensurate with their participation in the act of academic dishonesty in question.

The abovementioned types of academic dishonesty do not constitute an exhaustive list. Faculty members may exercise their own discretion to decide on a case-by-case or assignment-to-assignment basis what constitutes a violation of academic honesty, but they must set their own expectations with respect to what activities and behaviors constitute academic dishonesty. These expectations must be communicated to the student in writing in any syllabi, assignment descriptions, exams, etc. given to students. These violations, like the ones outlined in this policy, should be reported through the appropriate channels per the Nunez Academic Honesty Policy.

The instructor must complete an Academic Dishonesty Report form and provide copies of the form to the following parties: the accused student, the instructor's Program Chair, and the appropriate Academic Dean.

The Dean of Instruction and The Dean of Nursing and Allied Health are responsible for maintaining an archive of all Academic Dishonesty Report forms submitted to them. This archive will be used for discovery of repeat offenders of the Academic Honesty Policy.

Faculty complaints regarding a student's violation of the Academic Honesty Policy should be handled starting at the instructor level. If an instructor feels that academic dishonesty has occurred, the instructor should, if feasible, first meet with the student (or students) involved to discuss this matter. Whether or not a meeting with the student(s) takes place, the following procedure governs the reporting of academic dishonesty and any actions taken as a result of an incident of academic dishonesty. Any complaint should be submitted as soon as possible after the alleged violation occurs, but preferably no more than seven (7) working days after the alleged violation(s) or knowledge of the alleged violation(s).

Sanctions

Instructors may impose the following sanctions on students who have accepted responsibility for (or have been found guilty of) committing an act of academic dishonesty:

- A warning and the option of resubmitting the assignment in question in lieu of receiving a grade of F for the assignment.



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- A grade of F for the assignment (This grade may not be dropped in the calculation of the student's final grade for the course.).

If an alleged case of academic dishonesty cannot be resolved prior to the issuance of the final grade, the instructor will assign a grade of Incomplete (I) for the course. This grade will remain until the alleged violation has been completely resolved, at which time the faculty member can assign an appropriate final grade for the course.

More severe sanctions for repeat offenders may be imposed via a hearing conducted by the College's Student Accountability Committee, which will be chaired by the Coordinator of Student Success. Committee members will include at least one Academic Dean, the Dean of Strategic Enrollment Management and Student Success, the Vice Chancellor for Education, Training, and Student Success, and a member of the Student Government Association.

Sanctions for repeated acts of academic dishonesty may include the following:

Second Violation

- Withdrawal/removal from the class and/or a grade of F for the course in which the latest act of academic dishonesty was committed.
- Required monthly check-ins with a Student Success Coach to ensure that the student is continuing to adhere to the Academic Honesty Policy.

Third or Subsequent Violation

- Withdrawal/removal from the class and a grade of F for the course in which the latest act of academic dishonesty was committed.
- Required monthly check-ins with a Student Success Coach to ensure that the student is continuing to adhere to the Academic Honesty Policy.
- Student given the academic status of "Not in Good Standing" with the College per LCTCS policy 1.020 ("Academic Status")
- Expulsion from the College.

If a student is a repeat offender and faces possibly receiving an F for the course, a hold may be placed on the student's record until the matter is resolved by the Student Accountability Committee. This is done so that a student will not drop the class to avoid possible sanctioning.

Procedure for Reporting Academic Dishonesty

If a faculty member believes a student or students have violated any aspect of the College's Academic Honesty Policy, the following procedure should be followed to ensure that the student(s) due process rights are protected. The procedure must be followed for each individual complaint, even if there are multiple complaints against the same student/s.



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1. The faculty-member complainant will meet with the student to discuss the instance of academic dishonesty. If more than one student is accused as being party to the same act of academic dishonesty, the faculty member will meet with each student individually and may not meet with them simultaneously.
2. Once the matter is discussed and the complainant presents the evidence of academic dishonesty to the student, both parties will review the Academic Dishonesty Report form together (see Appendix A).
3. The form will clearly communicate the sanction the instructor intends to impose on the student.
4. Student will review the form and be asked for an admission of guilt or innocence for the alleged instance of academic dishonesty.
 - a. If the student is a first-time offender, admits guilt, and accepts the sanction imposed by the instructor, the particular matter is resolved, and copies of the Academic Dishonesty Form will be retained by the student, the instructor's Program Chair, and the appropriate Academic Dean. If the student is discovered to be a repeat offender who also admits guilt in this case, the sanctions imposed for the current instance of academic dishonesty will be applied, and the student will be contacted by the appropriate Academic Dean for a hearing with the Student Accountability Committee.
 - b. If the student, admits guilt, but does not accept the sanction imposed by the instructor, a Resolution Conference with the student and the Student Accountability Committee will be held.
 - c. If the student does not admit guilt, a Resolution Conference with the student and the Student Accountability Committee will be held. If the student is found to be a repeat offender, they will be subject to the appropriate sanctions.

Resolution Conferences must take place no more than seven (7) working days after the Academic Dishonesty Report form is submitted by the complainant. The faculty-complainant will be required to appear at the Resolution Conference and any subsequent hearings, unless excused by the Vice Chancellor for Education, Training, and Student Success. Should the complainant not be excused and not appear before the Student Accountability Committee, the case may be dismissed. Should the student not appear before the Student Accountability Committee, the hearing may proceed, and the Student Accountability Committee will review the evidence related to the case.



APPENDICES, REFERENCES

Appendix A – Academic Dishonesty Report

X	Reviewing Council/Entity	Review Date	Effective Date	Notes
	Executive Cabinet	08/03/2022		
	Chancellor	08/03/2022	08/03/2022	

Policy Reference: LCTCS 1.020 Academic Status

Forms Referenced: NUNEZ Academic Dishonesty Report form

Distribution: Distributed Electronically via College’s Internet

Chancellor’s Signature/Approval

Signature: 
Chancellor

Date: 08/03/2022

Appendix A: Academic Dishonesty Report



Academic Dishonesty Report

Complainant's Name:		Department:	
Email:		Telephone Number:	
Accused Student's Name:		Student's L-Number:	
Date of the Offense:	Course Abbreviation and Number:	Course Title:	Course CRN:

I believe the student named above has committed the following act of academic dishonesty, as I next describe.

Check all that apply:

Academic Misconduct	Cheating	Falsification/ Fabrication	Plagiarism	Accessory to Academic Dishonesty
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Description of Academic Dishonesty

(Use additional pages as necessary and attach evidence of the instance of academic dishonesty in question, such as plagiarized sources, Unicheck report, or other relevant documentation.)

To be completed by complainant

Check all that apply:

- I have issued a warning to the student, who will be allowed to resubmit the assignment in question.
- I have imposed a grade of Zero (of F) on the assignment in question.
- I believe this act of academic dishonesty occurred at the end of the term, and I am assigning a semester grade of Incomplete.
- It has not need feasible to show the accused student this report.
- The accused student has refused to complete their portion of this report.

Complainant's Signature: _____

Date: _____

To be completed by the accused student

By signing your initials, choose one of the three responses below.

If you do not select the first choice, the case will be heard through the student accountability process as outlined in the Nunez Academic Honesty Policy, which can be found in the Policy Clearinghouse on the College's website.

- I admit to the act of academic dishonesty described above and accept the penalty that has been imposed.
- I admit to the act of academic dishonesty described above, but the penalty which has been imposed is inappropriate, and I request a Resolution Conference.
- I deny having committed academic dishonesty as alleged above and feel no penalty should be imposed, and I request a Resolution Conference.

Student's Signature: _____

Date: _____