
INSTRUCTIONAL

ACADEMIC HONESTY POLICY

All students enrolled in the College are expected to conform to the College's Academic Honesty Policy. This policy requires that all students act with integrity in the performance of their academic work. Any student who fails to comply with this policy may be charged with a violation of the Academic Honesty Policy. Academic dishonesty includes, but is not limited to, each of the following acts when performed in any type of academic or academically-related matter, exercise, or activity:

1. Cheating—using or attempting to use unauthorized materials, information, study aids, or computer related information or unauthorized copying or collaboration in the preparation of any assignments or in the taking of any tests or examinations; looking on another student's paper during a test or examination or communicating in any way with anyone other than the test administrator.
2. Plagiarism—representing the words, data, works, ideas, computer program or output of someone else as one's own. The student should be aware that an electronic means may be used to discover plagiarism and cheating.
3. Misrepresentation—falsifying, altering, or misstating the contents of documents or other materials related to academic matters, including schedules, prerequisites and transcripts.
4. Violating explicit rules in clinical activities.

Procedure

Academic misconduct cases shall be resolved by the division chair in which the alleged action took place.

1. A course instructor who has reasonable cause to believe a student has engaged in an act of academic misconduct shall report the matter to the division chair/academic director.
2. The division chair/academic director will discuss the circumstances involved with the faculty member and review any pertinent materials in order to determine if a reasonable basis exists for believing that academic misconduct may have occurred.
3. If the division chair/academic director concludes that there is a reasonable basis for believing that academic misconduct may have been committed, a conference will be arranged with the faculty member and student. The student will be informed at the start of the conference that

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an issue of possible academic misconduct exists and will be given a copy of the Academic Honesty Policy.

- a. The student is not required to make any statement at all regarding the matter under investigation.
- b. The student may make a voluntary statement if he or she chooses.
- c. The student has a right to present any evidence, supporting witnesses, and other information to the misconduct monitor.
- d. The student has a right to be advised and represented by anyone of his or her choice. However, the representative will not be able to be present or actively participate in the proceedings. In the case of an international student or a student with a disability, such as a hearing or speech impairment, the division chair will determine the appropriateness of allowing a representative to speak on behalf of the student.
- e. The student is entitled to a recess of the conference for one week in order to take advantage of the rights listed in Items 3 and 4.

At the conference, the student will be informed that the division chair will take one of the following steps.

- a. The matter will be dismissed if evidence is presented to conclude that there is not convincing proof that the student engaged in an act of academic misconduct.
- b. The matter will be concluded at the conference level and a penalty imposed if the student makes a voluntary written admission that he or she engaged in an act of academic misconduct. The student will be given written notice of the penalty.
- c. The matter will be forwarded to the appropriate Cabinet member within one week from the date the conference is concluded if the matter is not resolved at the conference level. The Cabinet member may act alone or in conjunction with the Academic Honesty Committee. The student will be allowed to make a statement and to present evidence, witnesses, and other relevant materials; the student may be accompanied and advised or represented by anyone the student chooses. Notice of the decision will include a statement of the academic misconduct charges and will be sent to the student.

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- d. Within 15 days of the date of mailing the decision, the student may appeal the decision of the Cabinet member and Academic Honesty Committee to the President or designee.

Penalty for Violating the Academic Honesty Policy

A student found to have violated the Academic Honesty Policy may receive a grade of "F" for the course, overriding a student withdrawal from the course. Other disciplinary sanctions include:

1. A verbal or written warning;
2. Disciplinary admonition and warning;
3. Disciplinary probation with or without the loss of privileges for a definite period of time;
4. Suspension from the College for a definite period of time (i.e., suspension of the privilege to attend Gadsden State Community College for a definite period of time); and,
5. Expulsion from the College (i.e., removal of the privilege to attend Gadsden State Community College).