

ACADEMIC POLICY

Policy Type:	Academic Honesty
Policy Number:	AC-1004
Date Adopted:	10/1/2004
Version:	8.00
Review Cycle:	Annual
Date Last Reviewed:	09/11/2023.
Office Responsible:	Academic Deans
Reviewing Committee:	Deans' Council & Academic Council
Related Policies:	Student Rights, Responsibilities and Code of Conduct
Related Laws:	NA

Purpose: Academic dishonesty is generally an instructional and teachable opportunity for faculty to guide students and for students to learn from their actions and/or behavior. The Academic Honesty policy provides guidance for determining the level and severity of academic dishonesty, establishes how to track and report violations, and defines consequences to students.

Scope: This policy applies to all students, customers and JC employees.

Definitions: Academic Honesty is defined as ethical behavior that includes student production of their own work and not representing others' work as their own, by cheating or by helping others to do so.

Plagiarism is defined as the failure to give credit for the use of material from outside sources. Plagiarism includes but is not limited to:

- Submitting other's work as your own
- Using data, illustrations, pictures, quotations, or paraphrases from other sources without adequate documentation
- Reusing significant, identical or nearly identical portions of one's own prior work without acknowledging that one is doing so or without citing this original work (self-plagiarism)

Cheating is defined as obtaining answers/material from an outside source without authorization. Cheating includes, but is not limited to:

- Plagiarizing in any form
- Using notes/books/electronic material without authorization
- Copying
- Submitting others' work as your own or submitting your work for others
- Altering graded work
- Falsifying data
- Exhibiting other behaviors generally considered unethical
- Allowing your work to be submitted by others

Policy: Faculty members who suspect a student of academic dishonesty may penalize the student by taking appropriate action up to and including assigning a failing grade for the paper, project, report, exam, or the course itself. Instructors must document all instances of academic dishonesty, beyond those of a minor nature, in writing via email to the Office of the Academic Deans. See form attached for an additional way an instructor can inform the Office of the Academic Deans.

Proctored Testing. Students who are suspected of cheating will be questioned and reported to the appropriate faculty member or Academic Dean. The proctors are not to stop the exam but document and report the questionable behavior. As in other instances, the faculty member will determine the penalty and appropriate action.

Reporting. The Office of the Academic Deans will record and track students who have been reported for academic dishonesty. If the same student has a second incident, the Dean will enact sanctions appropriate to the level of infraction. The sanction will be selected in consultation with the involved faculty. The Dean can administer consequences up to and including suspension or expulsion.

In the event of a dispute, all parties should follow the Student Complaints/Academic procedure as outlined in the JC Faculty Agreement.

Change Log:

<u>Date Of Change</u>	<u>Version</u>	<u>Description of Change</u>	<u>Responsible Party</u>
9/6/2011	1.0	Initial Release	M. Fall
2/9/2012	2.0	Deans' Council Review	C. Beacco
2/13/2012	3.0	Academic Council Review	C. Beacco
4/14/2014	4.0	Academic Council Review	J. Frew
10/10/2014	5.0	Reviewed and Updated by A.C.	J. Frew
1/5/17	6.0	Reviewed and Updated by A.C.	J. Frew
5/11/2020	7.0	Reviewed and updated by AC	K. Thirolf
9.11.2023	8.0	Reviewed/ No Changes	J. Frew