

**ACADEMIC INTEGRITY**

**Policy Number:** 224

**Categorized:** [Academic](#)

**Responsible Office:** Academic Deans

**Subject:** Responding to allegations of academic dishonesty

**Related Policies:**

**Procedures:** [224P](#)

**Additional Information:**

**Effective Date:** 05/20/2019

**Last Reviewed Date:** 06/15/2020

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**1. Scope**

This policy applies to all students.

**2. Policy Statement**

When College officials award credit, degrees, and certificates, they must assume the absolute integrity of the work students have done; therefore, it is important that students maintain the highest standard of honor in their scholastic work.

The College does not tolerate academic dishonesty. Along with any grade penalty the instructor imposes if the student is found responsible for violating the Academic Integrity Policy, the student may also face disciplinary action for violating the Student Code of Conduct.

Students suspected of violating this policy shall be addressed in accordance with the provisions of this policy.

**3. Definitions**

Academic dishonesty (academic misconduct): the misrepresentation of one's academic work, which includes, but is not limited to:

- a. Cheating: the intentional use or attempted use of unauthorized materials, information, or study aids in any academic exercise, for example:
  - i. copying or using notes, examinations, or other instructional material during examinations, tests, or quizzes
  - ii. using another person to write a paper or any part of a paper, without indicating the person's contribution with proper documentation

- iii. obtaining, using, or possessing unauthorized copies of an examination or any written work to be graded, or receiving unauthorized information regarding examinations
  - iv. submitting another's assignment as one's own
  - v. having an examination taken or other graded assignment completed by a someone else
  - vi. altering or falsifying examination results after they have been evaluated by the faculty member and returned to the student
  - vii. writing, without authorization, the answer to an exam question outside class and submitting that answer as part of an in-class exam
- b. Facilitating academic dishonesty: the intentional or knowing help or attempt to help another to commit an act of academic dishonesty, such as:
- i. completing, in whole or part, an examination, or other graded assignment for someone else
  - ii. permitting another student to copy one's work during an examination, test, or quiz
  - iii. permitting another student to copy one's written work whenever the work is to receive a grade
  - iv. collaborating with another individual or individuals in the completion of course assignments when collaboration is not permitted
  - v. giving test questions or answers to anyone else
  - vi. selling or purchasing all or part of examinations, papers, or other assignments
  - vii. posting materials from a publisher without their express written permission
  - viii. posting copies of, and/or answers to; tests, quizzes, or other assessments (e.g. lab reports)
- c. Plagiarism: the intentional or unintentional presentation as new and original an idea or product derived from an existing source without properly citing the source of the material, for example:
- i. duplicating an author's work (in part or whole) without quotation marks and/or accurate citations
  - ii. duplicating an author's words or phrases or ideas with accurate citations, but without quotation marks as necessary
  - iii. using an author's idea(s) in paraphrase without accurate citation(s)
  - iv. submitting, without quotation marks, an essay or written work to be graded in which exact words are merely rearranged even though cited
- d. Other forms of academic dishonesty, such as:
- i. submitting or resubmitting the same paper for two different classes/courses without the explicit authorization and approval of the faculty members teaching those classes/courses
  - ii. fabrication: intentional and unauthorized falsification or invention of any information, data, or citation in an academic exercise

#### **4. Procedures**

See [224P](#).

#### **5. Authority**

VCCS Code of Ethics