



AP 5550 ACADEMIC INTEGRITY

References:

- BP 5500: Standards of Student Conduct
- AP 5500: Standards of Student Conduct
- AP 5520: Student Discipline Procedures
- AP 5530: Student Rights and Grievances
- California Education Code Sections 66017, 76030, and 76031

These procedures expand, clarify, and set forth clear levels of authority and disciplinary protocols in response to academic dishonesty, as referenced in AP 5500 Standards of Student Conduct.

Definitions

Academic dishonesty in both course and non-course activities is defined as an act of obtaining or attempting to present academic work through fraudulent or deceptive means in order to obtain credit for this work. Academic dishonesty includes but is not limited to Cheating; Fabrication; Fraud, Misrepresentation and Lying; Plagiarism; Multiple Submissions; and Facilitating Academic Dishonesty.

Cheating is defined as the failure to observe the expressed procedures of an academic exercise. Cheating includes but is not limited to:

- Unauthorized use of commercial "research" services such as term paper mills.
- Providing information to others without the instructor's permission or allowing the opportunity for others to obtain information that provides the recipient with an advantage on an exam or assignment.
- Unauthorized communication with fellow students during a quiz or exam.
- Copying material, in part or in whole, from another student's quiz or exam.
- Permitting another student to copy from a quiz or exam.
- Permitting another person to take a quiz, exam, or similar evaluation in lieu of the enrolled student.
- Using unauthorized materials, information, or study aids (e.g., textbook, notes, data, images, formula list, dictionary, calculator, etc.) in any academic exercise or exam.

- Unauthorized collaboration in providing or requesting assistance, such as sharing information on an academic exercise or exam through electronic devices (or any other means of communication).
- Using another person's collected or measured data in assignments such as computer or lab exercises without the instructor's permission.
- Using any electronic device to gain access to, alter, and/or use unauthorized information.
- Altering a graded exam or assignment and requesting that it be re-graded. Submission of altered work after grading shall be considered academically dishonest, including but not limited to changing answers after an exam or assignment has been returned or submitting another's exam as one's own to gain credit.
- Attempting to hinder the academic work of another student.
- Discussing answers or ideas relating to the answers on a test or other examination with students who have not yet taken the test or examination.
- Unauthorized use of an annotated instructor's edition of a textbook.
- Obtaining, making, or distributing copies of a test, examination, or other course material without the instructor's permission.
- Using notes, cheat sheets, or other devices considered inappropriate under the prescribed testing condition.
- Collaborating with another or others in work to be presented without the instructor's permission.
- Falsifying records, laboratory work, or other course data.
- Knowingly and intentionally assisting another student in any of the above.

Fabrication is defined as falsification or invention of any information in an academic exercise. Falsification includes but is not limited to:

- Fabricating or altering data to support research.
- Presenting results from research that was not performed--submitting material for lab assignments, class projects or other assignments which is wholly or partially falsified, invented or otherwise does not represent work accomplished or undertaken by the student.
- Crediting source material that was not directly used for research.
- Falsification, alteration, or misrepresentation of official or unofficial records or documents including but not limited to academic transcripts, academic documentation, letters of recommendation, and admissions applications or related documents.



Fraud, Misrepresentation, and Lying are defined as intentionally making an untrue statement or deceiving. Fraud, misrepresentation, and lying include but are not limited to:

- Providing an excuse for an absence, tardiness, or late assignment with the intent to deceive the instructor, staff or the District.
- Checking into a district class, lab, center or other district resource with the intent to deceive the instructor, staff, or the District.
- Checking in or checking out of a district class, lab, center or other district resource for another student.
- Using another student's district identification card for use in a class, lab, center or other district resource.
- Intentionally misrepresenting the content, meaning, or context of source material or scientific data.

Plagiarism is defined as the presentation of another's words, images or ideas as if they were the student's own. Plagiarism includes but is not limited to:

- Stealing the written, oral, artistic, or original works or efforts of others and presenting them as one's own.
- The submission of material, whether in part or whole, authored by another person or source (e.g., the internet, book, journal, etc.), whether that material is paraphrased, translated or copied verbatim or in near-verbatim form without properly acknowledging the source. (It is the student's responsibility to cite all sources.)
- The submission of material edited, in part or whole, by another person that results in the loss of the student's original voice or ideas (i.e., while an editor or tutor may advise a student, the final submitted materials must be the work of the student, not that of the editor or tutor.)
- Translating all or any part of material from another language and presenting it as if it were the student's own original work.
- Unauthorized use of another person's data in completing any exercise.

Multiple Submissions are defined as resubmission of a work with identical or similar content that has already received credit in a high school or another college course. Multiple submissions include but are not limited to:



- Resubmission of work with identical or similar content from a past course in a current course without written consent of the present instructor.
- Submission of work with identical or similar content in concurrent courses without written consent of all instructors involved.
- When retaking a course, resubmission of work with identical or similar content from the past section of the same course without written consent of the present instructor.

Facilitating Academic Dishonesty is defined as assisting another to commit an act of academic dishonesty. Facilitating academic dishonesty includes but is not limited to:

- Taking a quiz, exam, or similar evaluation in place of another person.
- Allowing one student to copy from another.
- Attending a course posing as another student who is officially registered for that course.
- Providing material or other information (e.g., a solution to homework, a project or other assignments, a copy of an exam, exam key or any test information) to another student with knowledge that such assistance could be used to violate any other sections of this procedure.
- Distribution or use of notes or recordings based on college classes without the express written permission of the instructor for purposes other than individual or group study; this includes, but is not limited to, providing materials for distribution by services publishing class notes. (This restriction on unauthorized use applies to all information distributed or in any way displayed for use in relationship to the class, whether obtained in class, via email, on the internet, or via any other media.)

Culpability is not diminished when academic dishonesty occurs in drafts which are not the final version or when the student claims not to know the policy or procedure.

Academic and Administrative Sanctions

Sanctions assessed under this policy should be proportionate and sufficient both to convey the expectations of the community to the individual student and to deter future violations. Academic dishonesty may warrant two separate and distinct courses of disciplinary action which may be applied concurrently in response to a violation of this policy:



Academic Sanctions, such as grade modifications, are concerned with the student's grades and are the sole responsibility of the instructor involved.

Administrative Sanctions, such as any disciplinary action up to and including expulsion, are the responsibility of the Chief Student Services Officer.

Guidelines Regarding the Extent of Misconduct and Intent to Deceive

Extent of the Misconduct: Misconduct that extends across multiple classes or non-course activities is generally more serious than misconduct affecting only one class or activity. Misconduct involving multiple assignments is generally more serious than misconduct affecting only one assignment. Misconduct that involves an entire assignment is generally more serious than misconduct affecting a small portion of an assignment. Misconduct on assignments of particular importance is particularly serious: misconduct that could yield a greater advantage, such as on final examinations or term papers, merit higher sanctions.

Level of Intent: Misconduct may occur if a student violates the expectations of academic integrity through:

- A. Lack of college-level experience, for example, by being unfamiliar with the rules of attribution but not unfamiliar with the basic expectations of integrity. This may apply in particular to students in pre-college level classes or in first-semester English composition classes.
- B. Negligence, for example, by failing to follow the basic rules of citation or permissible collaboration, or by signing onto a group assignment that simple inspection would reveal to be plagiarized.
- C. Knowledge, for example, by providing completed homework to a second student upon request, knowing that the second student intends to cheat from it, even if the first student does not specifically intend for the cheating to occur.
- D. Recklessness, for example, by posting a test key where it is certain, or highly likely, to be seen by students who have not yet taken the test.
- E. Willfulness, for example, by intentionally engaging in improper conduct with or without the expectation of deriving a benefit. Willful conduct is especially serious when it involves prior planning or subsequent concealment, or involves other students, either by actually engaging their knowing cooperation in misconduct or by foreseeably exposing them to a reasonable suspicion that they have cooperated.
- F. Repeat offenses.



Academic Sanctions

- 1) When a student is accused of academic dishonesty in a course activity, the instructor shall communicate to the student and advise the student of the allegation as well as the evidence that supports it. It is recommended that the instructor meet with the student to explain the incident and its consequences. If more than one student is involved in the incident, the instructor may call the students together to confer as a group.
- 2) Although notes and discussion between the student and instructor are confidential, in accordance with the Family Rights and Privacy Act, they may be used as evidence in subsequent campus disciplinary proceedings or any subsequent legal action.
- 3) Guidelines: It is the instructor's responsibility to determine the type of academic sanction, if any. In reaching the decision, the instructor may use the following guidelines:
 - a) The instructor should advise the student of the alleged violation and should have reasonable evidence to sustain that allegation. Reasonable evidence, such as documentary evidence or personal observation or both, is necessary if the allegation is to be upheld.
 - b) The usual sanction is grade modification. This sanction is to be used only if the instructor has reasonable evidence that cheating or plagiarism did, in fact, occur.
 - c) The grade modification is left to the discretion of the instructor and may include, but not be limited to, a zero or "F" on the activity, paper, project, examination, or non-course activity at issue.
 - d) In addition to grade modification, the instructor may remove from the class session and the following class session a student who commits an act of Academic Dishonesty.
 - e) Certain instructional departments/programs may have policies governed by independent accrediting agencies that stipulate that particular violations of academic integrity may indicate unsuitability for continuation in the program and/or profession.

Administrative Sanctions

- 1) Within ten days of communicating with the student, at the discretion of the instructor, the incident may be reported in writing to the Chief Student Services



Officer using the SBCC Academic Integrity Violation Form posted under the Faculty Resources tab on Pipeline.

- 2) In the SBCC Academic Integrity Violation Form to the Chief Student Services Officer, the instructor should state the nature of the offense, the evidence, the academic sanction imposed, and the recommended administrative sanction, if any. The student will receive a copy of the form when it is submitted.
- 3) The Chief Student Services Officer will notify the student via email to acknowledge the form has been filed and, if necessary, arrange an administrative conference.
- 4) The Chief Student Services Officer will notify the instructor whether an administrative sanction has been pursued.
- 5) The Chief Student Services Officer shall maintain documentation of all reported incidences of Academic Integrity violation including the original form and notes.

Administrative Conference

At a scheduled meeting, the Chief Student Services Officer shall:

- 1) Inform the student of the alleged offense.
- 2) Inform the student that the student has the right to a hearing as outlined in AP 5530 Student Rights and Grievances.
- 3) Advise the student that the student may elect to waive the right to a formal hearing and accept the decision of the Chief Student Services Officer at any time. If the student elects to waive the right to a hearing before the Grievance Hearing Committee and to accept the imposition of a sanction mutually agreed upon by the student and the Chief Student Services Officer, any such waiver shall be in writing.
- 4) Inform the student of the Administrative Sanction decided upon by the Chief Student Services Officer. The Chief Student Services Officer will use the Guidelines Regarding the Extent of Misconduct and Intent to Deceive listed above in order to determine the appropriate administrative sanction.

Examples of disciplinary sanctions for all incidents of misconduct may include, but are not limited to, the following:

- **Censure:** a written reprimand by the Chief Student Services Officer of violation of AP 5500 Standards of Student Conduct. The student shall be notified that receiving such a written statement may include more severe disciplinary



sanctions in the event of future infractions of AP 5500 Standards of Student Conduct.

- **Disciplinary Probation:** Disciplinary probation may consist of removal from all college clubs and organizations and denial of privileges of participating in all district or student-sponsored activities including public performances. Disciplinary probation may be imposed for a period not to exceed one year and can be rendered by an administrator. Notification of disciplinary probation actions shall be immediately reported in writing to the Chief Student Services Officer. A student placed on disciplinary probation may appeal to the Chief Student Services Officer. Records of disciplinary probation actions shall be retained in the office of the Chief Student Services Officer or designee and in the student's file. A student has no right to appeal or to a due process hearing (Education Code Section 76031).
- **Disciplinary Suspension:** A student may be suspended from one or more classes for a period of up to ten days of instruction; from one or more classes for the remainder of the term; or from all classes and activities of the District for one or more terms. A suspended student may also be prohibited from occupying any portion of the campus and be denied participation in any or all college activities. Disciplinary suspensions shall be initiated by the Chief Student Services Officer and are subject to the Due Process Hearing and Appeal Procedures set forth in Section E of AP 5520 Discipline Procedures. Records of disciplinary suspensions shall be retained in the office of the Chief Student Services Office and in the student's file (Education Code Sections 66017, 76030, and 76031).
- **Expulsion:** the permanent and unconditional removal of a student from the District. A student may be expelled only by the Board of Trustees upon recommendation of the Superintendent/President. The expulsion of a student is initiated by the Chief Student Services Officer and is determined according to the Due Process Hearing and Appeal Procedures set forth in Section E and the Rules Pertaining to Expulsion Recommendations set forth in Section F of AP 5520 Student Discipline Procedures (Education Code Section 76030).

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