

Cañada College Academic Integrity Policy*

As members of the college community, students at Cañada are expected to demonstrate integrity in all academic endeavors. Students are evaluated on their own merits, so they should protect academic integrity at Cañada College and be proud of their achievements.

General principles of academic integrity include the concept of respect for the intellectual property of others, the expectation that individual work will be submitted unless otherwise allowed by an instructor, and the obligations both to protect one's own academic work from misuse by others and to avoid using another's work as one's own. Faculty, with the full support of the college, have the right to take standards of academic integrity into account when assigning grades. All students are expected to understand and abide by these principles.

Any act which gains or is intended to gain an unfair academic advantage or which compromises the integrity of the academic standards of the college may be considered an act of academic dishonesty.

Forms of Academic Dishonesty:

Violations or attempted violations of academic integrity include, but are not limited to: cheating, fabrication, plagiarism, multiple submissions, or facilitating academic dishonesty. Please note that culpability is not diminished when academic dishonesty occurs in drafts which are not the final version. Also, if the student receives any type of assistance or disability accommodations in the preparation or submission of materials, the student is expected to proofread the results and is responsible for all particulars of the submission.

Cheating—failure to observe the expressed procedures of an academic exercise, **including but not limited to:**

- communicating with fellow students during an exam, copying material from another student's exam, allowing another student to copy from an exam, allowing 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
- unauthorized use of another person's data in completing a computer exercise
- using computer and word processing systems to gain access to, alter and/or use unauthorized information
- altering a graded exam or assignment and requesting that it be regraded -- 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 work of another student

Fabrication—falsification or invention of any information in an academic exercise, **including but not limited to:**

- 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 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

Plagiarism—the presentation of another’s words, images or ideas as if they were the student’s own, **including but not limited to:**

- 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 in verbatim or near-verbatim form without properly acknowledging the source (i.e. all sources of information must be cited in work submitted for a grade)
- 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 work 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 student’s own original work
- unauthorized transfer and use of another person’s computer file as the student’s own
- unauthorized use of another person’s data in completing a computer exercise

Multiple Submissions—resubmission of a work that has already received credit with identical or similar content in another course without consent of the present instructor or submission of work with identical or similar content in concurrent courses without consent of all instructors

Facilitating Academic Dishonesty—assisting another to commit an act of academic dishonesty, **including but 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 in any of the violations stated above.
- distribution or use of notes or recordings based on college classes without the express 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.

*Some parts of this document were borrowed from the academic integrity policies of UCLA, De Anza College and USC. Modifications were made in order to address the specific needs of the Cañada College community.

Consequences Of Academic Dishonesty:

Disciplinary sanctions may be applied in cases of academic dishonesty. Depending on the seriousness of the infraction, a student may:

- Receive a failing grade on the test, paper, or examination.
- Under the District standards of Disciplinary Sanctions, the student may be subject to:
 - **A Warning:** An instructor may give written or verbal notice to a student that continuation or repetition of specified conduct may be cause for further disciplinary action.
 - **Temporary Exclusion From An Activity Or Class:** An instructor may remove a student who is in violation of the guidelines for student conduct for the duration of the class period or activity during which the violation took place and, if necessary, for the day following. The instructor shall immediately report such removal to the college chief executive officer or his/her designee for appropriate action.
 - **Censure:** The Vice President, Student Services may verbally reprimand a student or may place on record a written statement which details how a student's conduct violates District or College regulations. The student receiving such a verbal or written statement shall be notified that such continued conduct or further violation of District/College rules may result in further disciplinary action.
 - **Disciplinary Probation:** The Vice President, Student Services or his/her designee may place a student on disciplinary probation for a period not to exceed one semester. Repetition of the same action or other violations of District/College rules and regulations during the probationary period may be cause for suspension or expulsion. Disciplinary probation may include one or both of the following: a. Removal from any or all College organization or offices; or b. Denial of privileges of participation in any or all College or student sponsored events.
 - **Disciplinary Suspension:** The termination of student status for a definite period of time. A suspended student may not be present of campus and is denied College privileges including class attendance and all other student body or College granted privileges. Refer to Suspension Policy for details.
 - **Expulsion:** A permanent termination of student status and all attending rights and privileges. Expulsion of a student is accomplished by action of the Board of Trustees on recommendation of the college chief executive officer and the Chancellor. An expelled student shall not be allowed to register in any subsequent semester without the approval of the chief executive office of the College. Refer to Expulsion Policy or details.
- If a sanction entails any action greater than a written or verbal notice, the instructor must submit a Notice of Student Violation of the Cañada College Academic Integrity Policy to the Vice President, Student Services for review and appropriate follow up. This form will identify the infraction and the sanction, and should be signed by both the student and instructor.
- If a student receives any of these sanctions, he/she must first address his/her concerns with the instructor. If the student believes that the instructors' decision is unfair, the student may appeal the decision to the VP of Student Services in accordance with the Student Discipline Policy and Appeals Process.

- The Vice President of Student Services maintains a record of students who have engaged in academic dishonesty. This information is used to identify and discipline students who have been reported for academic dishonesty more than once, and may be shared with other faculty in whose classes the student is enrolled.
- Any record of academic dishonesty will be maintained in the VPSS's records for a period of two years at which time, barring further infractions, it will be permanently removed.

Adapted from Skyline's Policy and Procedures, SMCCD's Discipline Policies and Procedures, and Cañada's Policies and Procedures.

Cañada College Academic Dishonesty Action Checklist

Cañada faculty: The following are the steps that should be taken in order to prevent and document violations of Cañada's Academic Integrity Policy. If you have any questions, please contact your dean or the VPSS.

- 1) At the beginning of the semester:
 - a. Include a detailed explanation of your policy on academic integrity in your syllabus. Your policy should refer students to the Student Handbook for more information.
 - b. Discuss your policies with your class and clarify any questions your students may have about what specifically constitutes plagiarism and cheating. You may find it helpful to provide your students with specific examples of violations, so that they are completely clear on what your policy is. In your discussion, please be sure to explain your policies concerning exams, editing, group work, tutoring, multiple submissions, etc.

- 2) When a violation occurs, the instructor may use his/her discretion to take one or more of the following actions:
 - a. Issue a warning;
 - b. Issue a failing grade on the assignment;
 - c. Lower the overall course grade;
 - d. Fail the student in the course;
 - e. Temporarily exclude the student from an activity or class (an instructor may remove the student for the duration of the class period or if necessary, for the day following). If this action is taken, it must be reported to the VPSS.

If a sanction entails any action greater than a written or verbal notice, the instructor must submit a **Notice of Student Violation form** to the Vice President, Student Services for review and appropriate follow up. This form will identify the violation, the evidence that a violation occurred, and the sanction, and should be signed by both the student and instructor. If the semester has ended and the student is not available, or if the student refuses to sign the form, the VPSS may obtain the student signature.

- 3) The VPSS may verbally reprimand the student or take other disciplinary action as outlined by District policy. The VPSS will also create a file which includes the Notice of Student Violation form submitted by the instructor. This Notice will remain in the student's file in the VPSS's office for two years. The student receiving such a verbal reprimand and / or Notice will be notified that such continued conduct or further violation of District or College rules may result in further disciplinary action, including disciplinary probation, suspension, or expulsion.

Notice of Student Violation of the Cañada College Academic Integrity Policy

Upon completion, a copy of this form should be sent to the Vice President of Student Services. The VPSS will contact the student for further action. The Notice will be kept in the student's file in the VPSS's office for two years. Students have the right to appeal on the basis of bad faith, mistakes or fraud. A student wishing to appeal should contact the Vice President of Student Services.

Name of student _____

First Name Middle Initial Last Name

Student Identification Number _____

Course Title _____ CRN# _____

Name of Instructor _____ Date of Occurrence _____

Describe the specific violation in detail (e.g.: type of assignment, circumstances of the violation, etc.).

Describe the evidence of the violation (e.g.: source from which the material was plagiarized or technique used during cheating). Please attach any evidence to this form.

Sanction imposed by instructor:

Additional instructor comments:

Additional student comments:

Instructor Signature:

Student Signature (can be obtained by the VPSS if student is not available):

cc: Vice President of Student Services