

# Academic Misconduct

Academic misconduct undermines the purpose of education. Such behavior is a serious violation of the trust that must exist between the faculty and students in order for the College to nurture intellectual growth and development. Academic misconduct can generally be defined as all acts of dishonesty in an academic or related matter. Academic dishonesty includes, but is not limited to, the following categories of behavior:

**Cheating:** use or attempted use of unauthorized materials, information, study aids, the answers of others, or computer-related information.

**Plagiarism:** claiming as one's own the ideas, words, data, computer programs, creative compositions, artwork, etc., done by someone else. Examples include improper citation of referenced works, use of commercially available scholarly papers, failure to cite sources, or copying another's ideas.

**Fabrication:** presenting as genuine falsified data, citations, or quotations.

**Abetting:** helping another student commit an act of academic dishonesty. Allowing a fellow student to copy quiz/examination answers or use one's work as his/her own are examples of abetting.

**Misrepresentation:** falsification, alteration, or misstatement of the contents of documents, academic works, or other materials related to academic matters, including works substantially done for one class as work done for another without receiving prior approval from the instructor.

**Artificial Intelligence:** generative artificial intelligence (AI) tools should not be used to complete course assignments (e.g. by entering exam or assignment questions, writing prompts, etc.) unless an instructor authorizes their use. These tools should be used only with explicit and clear permission of each individual instructor, and then only in ways allowed by the instructor. Students who are unsure of policies regarding generative AI tools are encouraged to ask their instructors for clarification.

Upon reaching the conclusion that academic misconduct may have occurred and that action is warranted, the instructor will inform the student of the charge within two (2) days, excluding Saturdays, Sundays, and official College holidays. The student has the right to hear the instructor's reasons for making the charge, to inspect all relevant evidence in the instructor's possession, and to respond to the charge. Based on the student's response and all the evidence, the instructor will determine if a penalty is appropriate. If a penalty is deemed appropriate, the instructor will inform the student of the action to be taken.

## Instructor Academic Penalties

The following is a list of penalties that may be imposed upon any student found guilty of academic misconduct by the instructor.

- Requirement to submit additional work or take additional examinations.
- A lower or failing grade on the assignment or examination.
- A lower or failing grade in the course.

If the student is not in agreement with the findings or the penalty, they must begin the Due Process for Student Academic/Instructional Grievance outlined in the Student Handbook.

## Possible Additional Penalties

During implementation of the Due Process for Student Academic/Instructional Grievance process the following is a list of additional penalties that may be imposed by the appropriate Associate Dean or Dean of Instruction.

- **Reprimand:** A written statement from the College expressing disapproval of conduct. This reprimand will be placed and retained with the student's permanent record.
- **Course Withdrawal:** Student will be administratively withdrawn from the course.
- **Probation:** The notice of probationary status will be placed and retained in the student's permanent record.
- **Suspension:** Suspension from the College for a period of one year. Suspension will be required if the student has two

instances of academic misconduct. The notice of suspension will be placed and retained in the student's permanent record. After a period of one year the student may apply for readmission to the College but will remain on probation. Suspension from specific programs of study may be mandated on the first offense. Students should consult the policies of the program of study in which they are enrolled to determine the circumstances under which suspension can occur.

- **Dismissal:** A permanent separation from the College. Students receiving this penalty are forever prohibited from readmission to the College. The notice of dismissal will be placed and retained in the student's permanent record.