

Academic Honesty Policy – Statement and Definition

It is the policy of Edison State Community College that students respect ethical standards and exhibit academic honesty in carrying out their academic assignments. Ethics is one of the core educational values at Edison State Community College. Ethics is important not only in higher education but throughout one's life, livelihood, and community. As professional educators, we will promote ethical behavior by educating students about academic honesty and creating conditions that foster academic honesty and other ethical behavior.

Academic dishonesty will not be tolerated. If a student exhibits dishonesty, we will respond to it with justice. Justice requires an understanding of the context in which the offense occurred and a consideration of the seriousness of the offense. Justice also requires considering how academic dishonesty affects the remainder of the institution. The following procedures have been developed for responding to cases of such dishonesty.

For the purpose of this policy, academic dishonesty shall include, but not limited to, the following:

1. Conduct with Respect to and/or During a Quiz, Examination, or Any Evaluation or Assignment, Written or Otherwise.
 - a. Possessing, referring to, or employing open textbooks or notes or other devices not authorized by the instructor.
 - b. Looking at another person's work. (Examples include a paper or a computer monitor.)
 - c. Communicating with, providing assistance to, or receiving assistance from another person in a manner not authorized by the instructor.
 - d. Obtaining or attempting to obtain or using or attempting to use a copy of
 - i. any unauthorized materials intended to be used as, or in the preparation of, a quiz or examination or similar evaluation.
 - e. Taking a quiz or examination or similar evaluation in the place of another person.
 - f. Utilizing another person to take a quiz, examination, or similar evaluation in place of oneself.
 - g. Violating procedures prescribed to protect the integrity of a quiz, examination, or similar evaluation.
 - h. Changing material on a graded examination and then requesting a re-grading of the examination.
 - i. Submitting an assignment purporting to be the student's original work, which has been wholly or partly created by any other source. (Examples include a person, the internet, and printed material.)
 - j. Presenting as one's own work, ideas, representations, or words of another person without customary and proper acknowledgment of sources. Sources include the Internet.
 - k. Knowingly permitting one's work to be submitted by another person as if it were the submitter's original work.
 - l. Violating procedures prescribed to protect the integrity of the assignment.
 - m. Avoiding the timely completion of work by misrepresenting the conditions that cause the student to miss a deadline or an examination.
2. Unauthorized Alteration or Transmission of any Academic Information or Records
3. Cooperation with Another Person in Academic Dishonesty, Either Directly or as an Intermediary Agent or Broker

Academic Honesty Policy – Actions to be taken

Individual Offenses

When an instructor suspects that a student has committed one of the offenses identified in the policy on academic honesty, the following steps will be taken.

Step 1:

The instructor will discuss the offense with the student.

- 1a. If the instructor determines that the offense resulted from ignorance of the standards of academic conduct or other mitigating conditions, the instructor will take steps to inform and instruct the student in appropriate conduct and take appropriate action.
- 1b. If the instructor determines that the offense was intentional, the instructor will assess the appropriate penalty, inform the student of his or her right to appeal that judgment and penalty, and file the Academic Dishonesty Report with the Registrar.

Step 2:

If the student contests the validity of the instructor's judgment or the penalty assessed, the student may appeal to the dean who is the instructor's supervisor.

- 2a. If the dean agrees with the student and nullifies the penalty, the Academic Dishonesty Report is removed.
- 2b. If the dean upholds the instructor's judgment, the penalty is assessed, and the Academic Dishonesty Report remains in the file.

Step 3: If the student contests the validity of the dean's judgment or the penalty assessed, the student may appeal to the Provost. Step 3 exhausts the internal process for student appeals.

Multiple Filed Offenses

When a student's file contains three Academic Dishonesty Reports or two Reports involving the same kind of offense, the following steps will be taken.

Step 1:

The Registrar notifies the Dean of Student Affairs who will convene a meeting to determine the possibility of the need for additional action.

Step 2:

If additional action is required, the Dean of Student Affairs shall convene a committee and conduct a hearing, to include participation by the student to investigate the circumstances of the offenses and to decide on appropriate action, either educational or punitive. The Provost will be notified of any penalties assessed by the committee and the reasons therefore.

Step 3:

If the student contests the decision of the hearing committee, the student may appeal to the Provost. Step 3 exhausts the internal process for the student's appeals.

It is the committee's recommendation that this policy be reviewed on an annual basis.

ACADEMIC DISHONESTY REPORT

Student's Name	Date Report Filed	Instructor's Name
Course	Semester	

Summary of event: _____

Student response/comments: _____

A copy of this report will be filed in Edison State Community College's Academic Dishonesty File with the Registrar.

The student may appeal the instructor's decision to the dean who is the instructor's supervisor.

- If the dean agrees with the student and nullifies the penalty, the Academic Dishonesty Report is removed.
- If the dean upholds the instructor's judgment, the penalty is assessed, and the Academic Dishonesty Report remains in the file.

The student may appeal the dean's judgment or the penalty assessed to the Provost. This exhausts the process the student's appeal for this offense.

When a student's file contains three Academic Dishonesty Reports or two Reports involving the same kind of offense, the following steps will be taken.

Step 1:

The Registrar notifies the Dean of Student Affairs who will convene a meeting to determine the possibility of the need for additional action.

Step 2:

If additional action is required, the Dean of Student Affairs shall convene a committee and conduct a hearing, to include participation by the student to investigate the circumstances of the offenses and to decide on appropriate action, either educational or punitive. The Provost will be notified of any penalties assessed by the committee and the reasons therefore.

Step 3:

If the student contests the decision of the disciplinary committee, the student may appeal to the Provost. Step 3 exhausts the internal process for the student's appeals.

Student Signature	Date	Instructor Signature	Date
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The student was unavailable for a personal notification so this form was mailed on _____
Date

(Make two copies: Copy to each the student and the instructor; original is sent to the Registrar for the Academic Dishonesty file.)

- Original (Academic Dishonesty file)
 Student copy
 Instructor copy