



TITLE: ACADEMIC HONESTY

POLICY NO: 1-34

EFFECTIVE DATE: 12/08/00

VCCS POLICY NO: Section 2.1X.D.7.I and 6.5.0

REVISED DATE: 05/15/07

I. Purpose:

To uphold the academic integrity of the academic programs and courses at the institution and foster a high sense of integrity and social responsibility on the part of the college community.

II. Definition(s):

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

Cheating: The intentional use or attempted use of unauthorized materials, information, or study aids in any academic exercise. Examples of cheating include:

- Copying or using notes, examinations, or instructional material during examinations, tests, or quizzes.
- Using another person to write a paper or any part of a paper, without indicating the person's contribution with proper documentation.
- Obtaining, using, or possessing unauthorized copies of an examination or receiving unauthorized information regarding examinations.
- Submitting another's project as one's own.
- Having an examination taken by a second party.
- Altering or falsifying examination results after they have been evaluated by the instructor and returned to the student.
- Writing, without authorization, the answer to an exam question outside class and submitting that answer as part of an in-class exam.

Plagiarism: The presentation as new and original an idea or product derived from an existing source without properly citing the source of the material. Examples of plagiarism include:

- Duplicating an author's work (in part or whole) without quotation marks and/or accurate citations.
- Duplicating an author's words or phrases with accurate citations, but without quotation marks.
- Using an author's idea(s) in paraphrase without accurate citation(s).
- Submitting, without quotation marks, a paper in which exact words are merely rearranged even though cited.

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Facilitating academic dishonesty: The intentional or knowing help or attempt to help another to commit an act of academic dishonesty. Several common forms are:

- Completing, in whole or part, an examination or project in the name of someone else.
- Permitting another student to copy one's work during an examination, test, or quiz.
- Permitting another student to copy one's written work whenever the work is to receive a grade.
- Illicitly collaborating with another individual or individuals in the completion of course assignments.
- Taking an examination for someone else.
- Giving a test question or questions to anyone else.
- Writing all or part of a paper for another student.
- Selling or purchasing all or part of examinations, papers, or other assignments.

Other Forms of Academic Dishonesty

- 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.
- Fabrication: Intentional and unauthorized falsification or invention of any information, data, or citation in an academic exercise.

III. Policy:

Students are expected to conduct themselves in an honorable manner in all academic work. J. Sargeant Reynolds is committed to ensuring that the integrity of all academic programs and community members is not violated. Students found in violation of this policy will be sanctioned appropriately.

IV. Procedure:

- A. If a faculty member has reason to believe, through his/her own observation or through the observation and reports of other members of the college community (faculty, staff, or student), that an act of academic dishonesty has occurred, he/she must meet with the student, present the evidence of alleged dishonesty, and afford the student opportunity to respond to the allegations. For the instructor/student meeting, the instructor may consult with or invite the participation of his/her department chair/program head or dean (where the dean is the immediate supervisor) to the meeting. If the alleged act of academic dishonesty occurs in a distance education course, the meeting can occur via telephone.
1. If a satisfactory agreement between the instructor and the student is made regarding the allegations, an agreement should be placed in writing, indicating the violation and the sanction, and the student's acknowledgement of the violation.
 - a. The faculty member may choose to impose a sanction deemed appropriate for the offense. The minimum sanction imposed by the faculty member is a formal warning to the student. A faculty member may, however, choose to impose a different sanction. The maximum sanction is to award an F for the course in which the dishonest act occurred. Faculty members may, at their discretion,

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impose an intermediate sanction, such as awarding an F on a portion of the course. (Refer to Section D of this policy).

- b. The agreement must be signed by both parties. If the alleged act of academic dishonesty occurs in a distance education course, a signature of the student is not required on the written agreement; the instructor should make note of this on the agreement. Copies of the agreement must be forwarded to the academic dean or director of the school, associate vice president of academic affairs (AVPAA), and the associate vice president of student affairs (AVPSA) or designee. The AVPSA will be responsible for maintaining academic dishonesty records.

2. If no satisfactory resolution is reached at the departmental level, the instructor shall refer the matter to the AVPSA or designee by completing JSRCC [Form No. 75-0005](#), Student Misconduct Report. In addition, the instructor may submit a recommended sanction for the ad hoc committee to consider imposing if the student is found responsible for committing the alleged academic dishonesty act.

The AVPSA or designee will organize an ad hoc committee to hear the case. The ad hoc committee shall be composed of three (3) members: one (1) faculty member designated by the Faculty Senate; one (1) staff member from Student Affairs, and one (1) student leader from any recognized student organization or student judicial officer (Refer to Section IV C of this policy for hearing procedures).

- B. Disciplinary action by the office of Student Affairs: All reports of academic dishonesty will be reviewed by the AVPSA or designee. If a student has been found responsible for any prior violations of Policy 1-34, the AVPSA or designee may either:

1. Suspend the student from the institution for a certain period of time to be determined by the AVPSA or designee.
2. Expel the student from the institution indefinitely.

If this occurs, the student will be contacted via certified mail within ten (10) class days of the decision of the AVPSA or designee; the student will be required to meet with the AVPSA or designee. At the meeting, the student will be informed of the decision to suspend or expel.

- C. Hearing procedures:

1. The hearing will be facilitated by the AVPSA or designee.
2. All hearings are private; however, the student has a right to an attorney who would serve as advisor during the proceedings.
3. The following procedure will be followed by the ad hoc committee:

Order of Hearing

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- a. Opening statement of accuser (faculty member)
 - b. Opening statement of accused (if desired)
 - c. Presentation of evidence by the accuser
 - d. Presentation of evidence by the accused
 - e. Calling of witnesses by accuser
 - f. Cross examination of witnesses by accused
 - g. Questions by committee (if necessary)
 - h. Calling of witnesses by accused
 - i. Cross examination of witnesses by accuser
 - j. Questions by committee (if necessary)
 - k. Closing statement by accused
 - l. Closing statement by accuser
 - m. Private deliberation by committee
1. Members, excluding the AVPSA or designee, of the ad hoc committee will vote on the decision; simple majority vote will be used to determine responsibility. If the student is found responsible for academic dishonesty, the committee will provide a recommendation of the sanction to the AVPSA or designee. If applicable, the committee will consider the sanction recommended by the instructor. The AVPSA or designee has the authority to accept or modify the sanction. However, the decision of the committee regarding the student's responsibility for the offense shall be regarded as final.
 2. The student will be notified of the decision via certified mail within ten (10) class days of the decision.

D. Sanctions:

The following are examples of sanctions.

1. Formal warning: an oral or written statement to the student that he or she has committed an act of academic dishonesty that is prohibited at the institution and may result in more severe disciplinary action should the student be found guilty of engaging in any subsequent act of academic dishonesty.
2. Additional work: an assignment or test to provide evidence of the student's academic performance and/or evidence that the student knows and understands the course materials.
3. A lower or failing grade or score on the assignment or examination.
4. Removal of the student from the class and the assignment of the grade F or U or the like in the course.
5. Suspension or expulsion from the college: this sanction would be imposed in cases where a student has previously violated the Academic Dishonesty policy.

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6. Nothing in this policy shall preclude the imposition of other reasonable sanctions or a combination of sanctions within the authority and discretion of the committee or associate vice president of Student Affairs.

E. Appeals:

If a student would like to appeal the decision of the committee, the student must submit a letter of appeal to the academic dean of the college for his/her program (for curricular students) or the dean of the school under which the course is located (for non-curricular students). If the dean of the appropriate area participated in the instructor/student meeting, then the appeal should be forwarded to the associate vice president of academic affairs. The letter must be submitted within ten (10) class days from the date of the decision letter and should address either or both of these issues:

1. Evidence of a violation of the hearing process or procedures. If there is evidence of a violation, the student would receive another opportunity to go before a hearing committee.
2. Excessively severe sanction.

The appropriate dean or AVPAA will review all information and issue a decision via certified mail within ten (10) class days of receiving the written appeal from the student.

Students may appeal the appeal decision on the same basis to the next level official of the institution (either the AVPAA or executive vice president), where appropriate, within ten (10) class days. The AVPAA or executive vice president will review all information and issue a decision via certified mail within ten (10) class days of receiving the written appeal from the student. The decision of this official is final.

F. Records:

Disciplinary action will result in the establishment of a disciplinary file in the name of the accused student. If the student is found not responsible for the charge(s), the file shall be voided and will not result in a disciplinary record for the student. In addition, disciplinary files may be voided for good cause. Factors to be considered in record retention include, but are not limited to, present demeanor, conduct of the student subsequent to the violation, and nature of the violation (e.g. severity of any damage, injury, or harm resulting from it).

Files of students who have been disciplined will be retained a minimum of three years from the date sanctions were imposed. At the discretion of the associate vice president of Student Affairs, the files may be destroyed after three years or kept for a longer period (particularly in cases where the student may be continuously enrolled for more than three consecutive years). Information contained in the files is confidential and may be released only in accordance with applicable federal and state laws.

If a student is expelled, complete records of the hearing proceedings and all pertinent documents shall be maintained permanently by the associate vice president of Student Affairs or office of Student Affairs.

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Records of all disciplinary actions will be filed in the office of Student Affairs.

V. Other Information:

Attachment

JSRCC Form No. 75-0005, Student Misconduct Report