

ACADEMIC INTEGRITY

(Board Policy 4245)

Introduction

Students of Feather River College (FRC) are expected to behave as responsible members of the college community and to be honest and ethical in their academic work. FRC strives to provide students with the knowledge, skills, judgment, and wisdom they need to function in society as educated adults. To falsify or fabricate the results of one's research; to present the words, ideas, data, or work of another as one's own; or to cheat on an examination corrupts the essential process of higher education.

Guidelines for Academic Integrity

- Students assume full responsibility for the content and integrity of the coursework they submit and are responsible for adhering to coursework requirements as specified by the instructor in the course syllabus.
- Students must follow all written and/or verbal instructions given by instructors or designated college representatives prior to taking examinations, placement assessments, tests, quizzes, projects, reports, and other forms of evaluating student learning.
- Students may collaborate or cooperate with other students on graded assignments or examinations as directed by the instructor.

Forms of Academic Dishonesty

Actions constituting violations of academic integrity include, but are not limited to, the following:

Plagiarism: the use of another's words, ideas, data, or product without appropriate acknowledgment, such as copying another's work, presenting someone else's opinions and theories as one's own, or working jointly on a project and then submitting it as one's own.

Cheating: the use or attempted use of unauthorized materials, electronic devices, information, or study aids; or an act of deceit by which a student attempts to misrepresent academic skills or knowledge; unauthorized copying or collaboration.

Fabrication: intentional misrepresentation or invention of any information, such as falsifying research, inventing or exaggerating data, or listing incorrect or fictitious references.

Collusion: assisting another person to commit an act of academic dishonesty, such as paying or bribing someone to acquire a test or assignment, taking or assisting in a test or doing an assignment for someone else, or allowing someone to do these things for one's own benefit.

Other Acts of Academic Dishonesty: the intentional violation of college policies, such as tampering with grades, misrepresenting one's identity, or taking part in obtaining or distributing any part of a test or any information about the test.

Academic Dishonesty Process

When a student is accused of any form of academic dishonesty, an informal as well as a formal action may be initiated by the faculty member.

References: Education Code Sections 55002(a)(2)(A), 66300, 66301; Accreditation Standard II.A.7.b

Last Date of Approval: September 17, 2009

Administrative Procedure (AP 4245)

Academic Dishonesty Complaint and Hearing Procedures

1. The faculty member who suspects a student of academic dishonesty shall document the commission of the act by writing down the time, date, place, and a description of the act and collect the evidence such as photocopying the plagiarized examination, placement assessment, test, quiz, project, report, and/or other form of evaluating student learning.
2. A. The faculty member who has evidence of the act of dishonesty shall attempt to resolve the matter informally by speaking with the student, referencing Feather River College's Student Code of Conduct. At this point, the faculty member may choose to take no further action or issue a lower grade, including a failing grade of "F" for the examination, placement assessment, test, quiz, project, report, and/or other form of evaluating student learning. If the latter action is imposed, the student must be informed during the informal discussion.

B. In addition, the faculty member, who has evidence of the act of dishonesty is strongly encouraged to file an Academic Dishonesty Report with the Chief Instructional Officer (CIO) and must inform the student of this action.

C. In the case of two reports of a repeat offender, the CIO will forward this information to the Chief Student Services Officer (CSSO) who will issue disciplinary actions according to Standards of Conduct, AP 5500.
3. If an informal resolution cannot be reached, the faculty member shall inform the student that the next step will be a formal hearing and file an Academic Dishonesty Report with the CIO.
4. If the offense is so serious as to warrant disciplinary action, the faculty member must file an Academic Dishonesty Report. The student must be informed of any action taken by the faculty member.
5. Upon receipt of the Academic Dishonesty Report, the CIO will convene an ad-hoc committee to review the report. This committee will consist of two members, excluding the faculty member involved in the incident, chosen randomly from the Academic Senate by the faculty secretary. The CIO will serve as Chair. All members will be voting members.
6. Within five business days of the committee's completion of the review, the CIO will notify all parties in writing within 5 business days of the date, time and location of the hearing. At the hearing, the student will meet with the ad-hoc committee to hear the charges and present his/her side of the case. The student may bring an advocate, who may advise the student but not present the case. If the student misses the hearing, the committee may proceed with the process to completion. The committee shall determine by majority vote if the evidence presented by the student is significant enough to rescind the action imposed by the faculty member. The CIO will send a written notification within 5 business days of the committee's decision to the faculty member and the student.
7. If the committee recommends that further disciplinary action be imposed, then that recommendation will be forwarded to the Chief Student Services Officer (CSSO), and the Academic Dishonesty Report will also be forwarded to the CSSO.

8. The Academic Dishonesty Report will be maintained for 5 years by the Instruction and Student Services offices.
9. Nothing in this policy is intended to infringe upon the rights of the student. For details on the Standards of Conduct and disciplinary actions, refer to AP 5500.

References: Feather River College BP/AP 5500 Standards of Conduct; California Community Colleges, Chancellor's Office: Legal Opinion 07-12
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