

## **DCTC Policy 3.6.1 Academic Integrity**

### **Part 1. Policy Statement.**

Academic integrity is one of the most important values in higher education. This principle requires that each student's work represents his or her own personal efforts and that the student acknowledges the intellectual contributions of others. The foundation for this principle is student academic honesty.

DCTC students are expected to honor the requirements of the Academic Integrity Policy. The following are some examples of unacceptable academic practices that will be viewed as policy violations.

### **Part 2. Definitions.**

#### **Types of Academic Dishonesty**

**Plagiarism:** Using the words and/or ideas of another author without proper acknowledgement so they appear to be your work. This includes quoting, paraphrasing, or copying of part or all of another's work without acknowledging the source.

**Cheating:** Using, or attempting to use, unauthorized materials in any academic exercise or having someone else do your required work: e.g., unauthorized use of electronic devices, cheat sheets or copying from another's paper, test, and/or homework.

**Fabrication:** Inventing or falsifying information: for instance, making up data for a required lab experience or research project that was not done or was done incorrectly.

**Enabling Academic Dishonesty:** Assisting another in committing an act of academic dishonesty.

**Deception or Misrepresentation:** Lying about or misrepresenting your academic work or academic records.

**Multiple Submission:** Submitting work without an instructor's permission as if it is new work, even though it has already been used in another class.

### **Part 3. Policy Implementation**

**Notification:** In each class students will be notified about that class' process regarding academic dishonesty. That notification is most often stated in the class syllabus and may contain definitions of academic dishonesty, required documentation style, a reference to the college's Academic Integrity Policy and the Student Code of Conduct, and a statement of consequences in the class for any infraction.

**Due Process:** Students can expect fair treatment in academic matters, and the following steps will be followed in each situation:

1. notification of the charge,
2. presentation of the evidence supporting the charge,
3. notification of the consequences,
4. an opportunity to respond,
5. and information about the appeal process.

**Consequences:** There is a range of options available to instructors for dealing with cases of academic dishonesty. Consequences for a student in a particular class may include, but are not limited to, failing

the course, having a course grade lowered, having an assignment grade lowered or stricken, completing an additional assignment or redoing it, receiving a warning, removal from the course, expulsion from the college, and/or having the charge dropped.

**Documentation:** A written summary identifying the specific allegation of academic dishonesty, the consequences, and the documentation to support the charge will be provided to the student. Copies will be kept by the instructor and may be sent to the Associate Vice President of Student Affairs.

### **Institutional Response**

Information sent to the Associate Vice President of Student Affairs will be used to maintain the repository of academic dishonesty cases. Instructors may report cases of suspected academic dishonesty which are deemed intentional or subject to sanction by the instructor. The Associate Vice President of Student Affairs will identify any ongoing patterns of academic dishonesty and will consider whether an institutional response to a Student Code of Conduct violation is warranted. If such a determination is made, the Associate Vice President of Student Affairs will initiate the College's formal disciplinary process as described in the Student Code of Conduct.

### **Related Documents:**

- College catalog

**Responsible Administrator:** Vice President of Academic Affairs

### **Policy History**

Date of Adoption: 5/17/2017

Last Revision date: 4/17/2017

Date most recent policy revisions go into effect: 6/5/2017

### **Date and subject of revisions:**

New policy written in 2016-2017. Policy Committee Review Fall 2016 through Spring 2017. Faculty Department Chairs review 11/30/2016. Academic Affairs and Standards Council review 12/6/2016. Faculty Shared Governance Council notification 1/18/2017. Comment period 3/22/2017 through 5/13/2017. Strategic Leadership Council approval 5/17/2017. Changed to new policy template.