

# STUDENT INTEGRITY POLICY

## GENERAL PRINCIPLE OF STUDENT INTEGRITY

At Crafton Hills College individuals access educational opportunities in order to develop their unique potential. The College helps students prepare to meet the challenges of an increasingly complex society and to become part of an informed and engaged citizenry. An essential feature of this process is that the individual student complete assigned work and that there be valid assessment of that student's accomplishments.

Instructors in every class have a right to assume that all examinations, quizzes, assignments, and other gradable work done by the student is that particular student's own individual production, and has not benefited from unauthorized assistance from other sources.

## SPECIFIC APPLICATIONS

The presumption would be that, in **written** assignments, students are not permitted to use another person's words without attribution. Specifically, plagiarizing the words of another writer (whether from a book, article, broadcast, internet, or another student) is not permitted.

The presumption would be that, in **quantitative** assignments (such as accounting exercises, math homework or science lab reports), each student has independently derived his/her own data, made his/her own calculations, checked those figures, and come up with his/her own interpretations of those results.

The presumption would be that, in **quizzes** and **examinations**, each student has not received unauthorized help from another person, and in the case of closed-book tests, no notes, books or electronic devices or electronic communication from other sources has been used.

When an infraction involves unauthorized copying from or collaborating with another student in the class, all students participating are to be held guilty of the infraction. "I was just helping him/her by giving him/her the right answers" is not a defense.

41 Incidences where student behavior does not adhere to these presumptions  
42 constitutes academic dishonesty.

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#### 44 ANNOUNCEMENT OF POLICY

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46 The College shall announce its general academic honesty policy in the  
47 widest possible fashion: website, catalog, schedule of classes, student  
48 handbook, etc.

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50 It is the duty of every instructor to announce special modifications and  
51 interpretations of that policy. For example, instructors may wish to permit  
52 group activities in class, open note exams, team projects, or out-of-class  
53 consultation on homework to check calculations or writing. The  
54 expectations of the proper use of tutors and study partners must also be  
55 clarified by individual instructors and/or programs.

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57 These faculty based modifications and interpretations of acceptable  
58 academic honesty must be communicated to students by some written  
59 format, such as the course syllabus, FAQ file, instructions on assignments,  
60 or other course documents or program documents. These documents should  
61 strive for specificity as to what constitutes an infraction and which sanctions  
62 shall be applied.

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#### 64 REPORTING

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66 Faculty members are obligated to report incidences of infraction to the Vice  
67 President of Student Services. These reports should include the name of the  
68 student, course, instructor, assignment, nature and date of the infraction, and  
69 the sanction applied.

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#### 71 INFRACTIONS & SANCTIONS

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73 When a faculty member has a reasonable suspicion of a student's lapse of  
74 academic integrity (based upon direct observation, witness(es), or  
75 documentary evidence) that faculty member must

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- 77 1. determine if the evidence is sufficient to warrant a finding of infraction;
- 78 2. determine if further investigation is required;

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80 3. apply an appropriate sanction: This is to be at the discretion of the  
81 faculty member and can range from a warning (to be used only if there is  
82 some doubt about the clarity of the guidelines), to a reduced grade for the  
83 assignment, with attendant consequences.

84  
85 These disciplinary actions are consistent with Board Policy 5500, which lists  
86 cheating and plagiarism as behavior that subjects a student to such  
87 discipline. Administrative Regulation 5500 details a range of possible  
88 disciplinary actions: reprimand, probation, suspension, expulsion and  
89 specific steps to follow in cases of suspension or expulsion.

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91 In particular career-technical programs, the definitions and disciplinary  
92 procedures for academically dishonest or professionally unethical behavior  
93 are also governed by an external authority. The standards and processes  
94 established for students in these programs are different than those described  
95 in this document. Students in these programs will receive notification of  
96 these requirements upon admission to the program. Instructors in these  
97 programs are still obliged to report incidences of infraction to the Vice  
98 President of Student Services.

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100 The criterion for an appropriate sanction is that the sanction match the  
101 guidelines published (by the instructor, program, department, College,  
102 District, etc.) prior to the infraction.

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104 In general, the sanction applied at the discretion of the instructor will be the  
105 maximum penalty imposed upon the student (s) violating the standards.  
106 However, in consultation with the instructor, the additional sanctions of  
107 suspension or expulsion may be applied by the Vice-President of Student  
108 Services in cases where

- 109
- 110 1. there are repeated infractions by the same student;
  - 111 2. the help from the other student was gained through coercion or duress;
  - 112 3. another student's work was accessed without the permission of that  
113 student;
  - 114 4. the violator has threatened a witness or faculty member not to bring forth  
115 evidence in this case.

116  
117 APPEAL

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119 Students accused of academic dishonesty have a right to appeal the findings  
120 of the instructor, but the burden of proof will be on the student. The appeal  
121 will be made to the office of the Vice President of Student Services, who  
122 will arrange for the case to be heard by a panel. The appeals panel will be  
123 composed of three faculty members, one college administrator, and one  
124 student (selected by the Student Senate). If a simple majority of the panel  
125 vindicates the student, then the complaining faculty member's sanction will  
126 not apply. A simple majority of this panel can sustain the finding that the  
127 student was guilty of violating the academic honesty policy of this course,  
128 and therefore, the sanction applied by the complaining faculty member will  
129 apply. Additionally, a simple majority of the panel may determine that  
130 institutional sanctions do apply against the student.

## INCIDENT REPORT

Date/Time/Location \_\_\_\_\_  
of Incident Please include course name: Ex. 09/12/08 11:30 am ; ENGL 015 CL219

Student (s) Name & I.D.

\_\_\_\_\_  
\_\_\_\_\_

Witnesses Name & I.D.

\_\_\_\_\_

Your Name/Title

\_\_\_\_\_

Phone #

\_\_\_\_\_

Description of Incident

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(Use white space or additional pages as needed)

Once completed, deliver this form to the V-P of Student Services in person or by campus mail.

