

Alvin Community College

Code of Academic Integrity and Honesty

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Students at Alvin Community College are members of an institution dedicated to the pursuit of knowledge through a formalized program of instruction and learning. At the heart of this endeavor, lie the core values of academic integrity which include honesty, truth, and freedom from lies and fraud. Because personal integrity is important in all aspects of life, students at Alvin Community College are expected to conduct themselves with honesty and integrity both in and out of the classroom. Incidents of academic dishonesty will not be tolerated and students guilty of such conduct are subject to severe disciplinary measures.

What is Academic Dishonesty?

Academic dishonesty is any form of cheating and/or plagiarism which result in students giving or receiving unauthorized assistance in an academic exercise or receiving credit for work which is not their own. Kibler, W. L., *et al*, *Academic Integrity and Student Development: Legal Issues and Policy Perspectives*, Ashville, North Carolina: College Administration Publications, 1988, pp. 1-3.

Cheating includes, but is not limited to the following:

1. using any sources not authorized by the instructor (textbooks, notes, the work of other students, etc.) to complete examinations or other assignments;
2. using unauthorized electronic equipment during an examination or other assignment;
3. submitting work presented previously in another course, if contrary to the rules of either course;
4. altering or tampering with grades.

Plagiarism includes, but is not limited to the following:

1. using the ideas and/or words of another person without giving that person appropriate credit;
2. representing another's artistic or scholarly works (i.e., musical compositions, computer programs, photographs, paintings, drawings, sculptures, etc.) as your own;
3. submitting a paper purchased from a research paper service, including the Internet;
4. using undocumented Web source(s).

Other Specific Examples of Academic Dishonesty

1. allowing another student to copy from your paper during a test;
2. giving your homework, term paper or other academic work to another student to plagiarize;
3. having another person submit any work in your name;
4. lying to an instructor or college official to improve your grade;
5. altering a graded work after it has been returned, then submitting the work for re-grading;
6. stealing tests;
7. forging signatures on college documentation;
8. collaborating without permission of the instructor;
9. giving false or misleading information to an instructor in an effort to receive a postponement or an extension on a test or other assignment;
10. accessing computerized college records or systems without authorization
11. providing material or information to another person with knowledge that such aid could be used in any of the violations stated above.

Students are expected to report incidents of academic dishonesty to the instructor, department chair, division chair, or college administrator.

Consequences of Academic Dishonesty at Alvin Community College

Students who commit acts of academic dishonesty not only receive college sanctions, but possibly jeopardize future employment and educational opportunities. Graduate and professional degree programs

and employers may request information from the college regarding a student's disciplinary record in an effort to investigate moral and ethical character.

According to college policy, academic and/or administrative sanctions may be applied in cases of academic dishonesty. In all cases, students will have a right to due process.

Students charged with academic dishonesty may not withdraw from a course in which the charge is pending or in which a finding of academic dishonesty has been made.

Instructors must complete an Academic Dishonesty Incident Report for any student charged with conduct violations. The following sanctions may be imposed by the course instructor:

- assign a reduced grade on assignment, paper, project or exam;
- assign a failing grade on assignment, paper, project or exam;
- lower the grade in the course ;
- assign an F in the course.

Students who receive a sanction for academic dishonesty will also receive a disciplinary reprimand. The reprimand will be entered on the student's disciplinary record.

The student may request a Disciplinary/Administrative Hearing by contacting the Director of Admissions and Academic Advising within seven days of the Academic Dishonesty Incident Report's mailing date. If a hearing is requested, the course grade will be "Incomplete" until the outcome of the hearing is finalized. Cheating is classified by the Alvin Community College Student Handbook as a Class II offense and offenders are subject to the penalties described under the section, "Measures to Enforce Standards of Student Conduct." Pending the outcome of the hearing, the student will receive one of the following actions:

- be exonerated of the charge;
- receive the instructor assigned sanction and a disciplinary reprimand;
- receive disciplinary probation with or without specified conditions;
- receive disciplinary suspension with or without specified conditions;
- be expelled from Alvin Community College (repeat offenders).

The Director of Admissions and Academic Advising maintains a record of students who have engaged in academic dishonesty. This information is used to identify and track repeat offenders. A record of conduct violations shall be maintained for a period of five years from date of the last entry concerning any disciplinary action. Permanent records are maintained in cases of suspension or expulsion.

Alvin Community College Academic Dishonesty Incident Report

Instructor:

Meet with student outside of class to administer sanctions. Complete this report within five working days of meeting with student. Forward this report to the Director of Admissions and Academic Advising. A copy of this form will be mailed to the student. **Course withdrawal is not allowed during the investigation of an incident of academic dishonesty or when sanctions have been imposed. A record will be kept of any imposed sanction or disciplinary action.**

Student Name: _____ Student ID #: _____

Instructor: _____ Course/Section: _____

Date of Incident: _____

Description of Incident:

Evidence:

_____ Student will receive the following sanctions:

_____ Reduced grade on assignment, project, or exam and a recorded reprimand

_____ Failing grade on assignment or exam and a recorded reprimand

_____ Course grade reduced by: _____ 1 letter grade _____ 2 letter grades
(and recorded reprimand)

_____ Course grade of "F" and a recorded reprimand

* A Disciplinary / Administrative Hearing may be requested within seven (7) days of the date of this report. To schedule a hearing, contact the Director of Admissions and Academic Advising at 281.756.3531. See the ACC Student Handbook for hearing procedures.

Instructor Signature: _____ Date: _____

Director, Adm/Acad Advising: _____ Date Recorded: _____

Associate Dean, Student Services _____ Date Mailed*: _____

Distribution: _____ Director/Admissions & Academic Advising _____ Instructor _____ Student