

ACADEMIC HONESTY PROCESS GUIDELINES

All students are responsible for upholding the principles of academic honesty. Incidents that involve suspected violations of these principles will be taken very seriously. Students found in violation of academic honesty principles may face the assignment of a failing grade in a course and possible suspension or expulsion from the college with a permanent notation on their academic record.

Faculty are encouraged to include a statement related to academic honesty (such as the paragraph above) in their course materials.

Incidents that involve a violation of academic honesty must be reported to the director of student affairs

DESCRIPTIONS OF ACADEMIC DISHONESTY

(The following examples are from Solano College 2008 Student Handbook)

Plagiarism

Plagiarism consists of taking the words or specific substance of another and either copying or paraphrasing the work without giving credit to the source.

Cheating

Examples include, but are not limited to using unauthorized notes, study aids, or information from another student or student's paper or an in-class examination; altering a graded work after it has been returned, then submitting the work for re-grading; and allowing another person to do one's work and to submit the work under one's own name.

Fabrication

Presenting data in a piece of work which were not gathered in accordance with guidelines defining the appropriate methods for collecting or generating data and failing to include a substantially accurate account of the method by which the data were generated or collected.

Aiding and Abetting Dishonesty

Providing material or information to another person with knowledge that these materials or information may be used improperly.

PROCESS GUIDELINES FOR FAILING A STUDENT FOR ACADEMIC DISHONESTY

Following is the Palomar College process for dealing with incidents of suspected violations of academic honesty serious enough to warrant the assignment of a failing grade.

The student may be allowed to remain in the course and attend class at the faculty member's discretion while this process is being pursued.

1. Upon first suspecting an incident of academic dishonesty serious enough to warrant consideration of assigning a student a failing grade, the faculty member shall confront the student with the allegation.
 - A. If the student admits wrong doing the faculty member will determine the consequence.
 - B. If the student denies wrong doing the faculty member may refer the matter to the department chair within five days.
 - C. The student is encouraged to seek counsel from the Director of Student Affairs.

2. The department chair will meet with the student within five days of having the matter referred. The student may be accompanied by a faculty member or any other person.
 - A. If the department chair agrees with the allegation of the faculty member, s/he will advise the student and faculty member within five days. The student may reject or accept the findings of the department chair.
 - i. If the student accepts the decision of the department chair the matter will be referred back to the original faculty member to determine the consequence.
 - ii. If the student rejects the decision of the department chair and the faculty member determines the violation is serious enough, the faculty member may award a failing grade in the course.
 - iii. If the student desires to challenge the failing grade, the student may initiate the Faculty Senate Student Grade Dispute Process.

 - B. If the department chair agrees with the student s/he will so advise the faculty member within five days.
 - i. If the faculty member accepts the decision of the department chair the matter is resolved.
 - ii. If the faculty member rejects the decision of the department chair, the faculty member will determine the consequence and may award a failing grade in the course.
 - iii. If the student desires to challenge the failing grade, the student may initiate the Faculty Senate Student Grade Dispute Process.