



ADMINISTRATIVE PROCEDURE

TITLE: Academic Integrity

ADMINISTRATIVE PROCEDURE # 5506

RELATED TO POLICY # 5500 STANDARDS OF STUDENT CONDUCT

I. Introduction

Umpqua Community College is committed to providing students with a quality education that upholds high academic standards; the academic integrity of each student is valued. Academic integrity means academic honesty or the ethical adherence to guidelines set by individual instructors and UCC. The academic integrity of each student is crucial not only to that individual student's quality of education but also to the academic reputation of UCC as a whole. Academic dishonesty jeopardizes individual students and the educational mission of UCC. Therefore, UCC has a zero tolerance policy regarding all forms of academic dishonesty.

II. Academic Dishonesty

The following actions and/or behaviors are types of academic dishonesty for which students will be subject to sanction. These actions/behaviors are not designed to define academic dishonesty in all-inclusive terms and in no way should this be considered an exhaustive list.

1. Cheating on any graded assignment; cheating is defined as any of the following:
 - a. Use of any unauthorized assistance, including notes, crib sheets or other academic material, in taking quizzes, tests, or exams;
 - b. Relying on the aid of services beyond those authorized by the faculty member in writing papers, preparing reports, solving problems, or carrying out other assignments;
 - c. Acquiring or viewing, without permission of the instructor, a test, or examination questions or answers, or other academic material.
2. Copying another student's or a tutor's answers or strategies on a test, quiz, professional or practical assignment; or allowing another to do so.

3. Collaborating with others on assignments or assessments unless expressly authorized by the instructor.
4. Submitting one's own previously graded work as a new assignment without the instructor's permission.
5. Plagiarism or the presenting as one's own work the work of another writer without acknowledgement of the source. Plagiarism includes failure to acknowledge the source of words, phrases, ideas, information, data, evidence, or organizing principals; failure to acknowledge the source of a quotation or paraphrase; submitting as one's own work that which was borrowed, stolen, purchased, or otherwise obtained from someone else or another source such as the Internet.
6. Fabrication or falsification of any information, research, data, references or clinical records.
7. Assisting another student to engage in any form of academic dishonesty.
8. Turning in work which was completed, all or in part, by an individual other than the student.
9. Tampering with evaluation devices or documents.
10. Impersonating another student during a quiz, test, cooperative work experience placement, supervised field experience placement or clinical placement or other student assessment/assignment or participation in being impersonated by another student.
11. Use of electronic devices, including cell phones, smart watches, or other similar wireless devices to convey information relevant to the test, quiz, or other student assessment, during any test, quiz, or other student assessment.

III. Immediate Sanctions for Academic Dishonesty

1. **Zero or "F" grade for assignment.** An instructor may immediately issue a zero or "F" grade for a paper, assignment, quiz, or other student assessment as a sanction for academic dishonesty, with or without the possibility of makeup
2. **Zero or "F" grade in course.** An instructor has the right to immediately suspend a student from the course (with no possibility of refund) and issue a grade of "F" for a course if the instructor has documented that the student has engaged in egregious acts of academic dishonesty.
3. **Request for administrative sanctions.** An instructor or department chair may petition the Dean of Student Services to apply administrative sanctions. Administrative sanctions include:
 - a. Complete withdrawal from all courses (with no possibility of refund);

- b. Disciplinary suspension from the student's academic program (if applicable); and/or
- c. Disciplinary suspension from the college.

IV. Process

Step 1: Filing of Report

The instructor will file a written report of the act of academic dishonesty with the Department Chair, Chief Academic Officer, Dean of Student Services, and Registrar within 5 days of when the instructor discovered the act of dishonesty.

Step 2: Filing of Standards of Student Conduct Violation

Pursuant to Administrative Policy 5520, the instructor or department chair may initiate disciplinary proceedings by filing a Standards of Student Conduct violation with the Dean of Student Services.

Independent of the instructor, department chair, or Chief Academic Officer, the Dean of Student Services may choose to initiate disciplinary proceedings based on the written report of the student's act submitted by the instructor.

Step 3: Disciplinary Proceedings

Disciplinary proceedings for acts of academic dishonesty will be conducted in accordance with Administrative Procedure 5520, Student Discipline.

Step 4: Grievance/Appeals

Pursuant to Administrative Procedure 5535, Student Grievances, the student may grieve the instructor's decision.

Pursuant to Administrative Procedure 5520, Student Discipline, if additional disciplinary sanctions are imposed, the student may grieve the Dean of Student Services' decision.

RESPONSIBILITY:

The Dean of Student Services is responsible for implementing and updating this procedure.

NEXT REVIEW DATE:

DATE OF ADOPTION: 4/21/2020 by CC

DATE(S) OF REVISION:

DATE(S) OF PRIOR REVIEW: