

## **6000.2**

### **Academic Dishonesty Procedure**

#### **RESPONSIBILITIES**

The Code of Academic Integrity promotes the academic and professional success of the student. Maintenance of the academic integrity of the learning experience at GCCD is the responsibility of all members of the college community. Integrity in the form of academic honesty is necessary for learning and is a condition for all classroom/laboratory activities, learning experiences, and evaluations. All forms of academic dishonesty, including unauthorized collaboration, copying, cheating, fabrication, and plagiarism as well as the facilitation of any of these are violations of the Code of Academic Integrity and the Student Code of Conduct.

Academic dishonesty may result in penalties as severe as a failing grade in the class or even dismissal from the college.

#### **Plagiarism**

Plagiarism is using ideas, results, or words from another or AI-generated text without acknowledging the source. This applies to content in print, the internet, speeches, recordings, presentations, another student's work, and machine-generated writing (AI). It may also include self-plagiarism. Even in cases in which the writer is using an anonymous source, one needs to cite the work using the style guide that the instructor has prescribed (MLA, APA, Chicago, etc.) and attribute borrowed words with quotation marks.

Any charge of plagiarism must be substantiated by a direct correlation in wording, ideas, and/or organization between the original and plagiarized copy.

#### **Examination Process**

All examinations must be taken according to prescribed procedures as determined by the instructor in charge of the course or learning experience. Failure to follow these procedures in a way suggesting the intent to cheat shall constitute a violation of this code.

Any form of unauthorized written or electronic material used by a student or evident on their person or electronic device during or directly following an examination will be deemed to be evidence of intent to cheat and constitute a violation of this code.

Unless specifically allowed by the instructor in charge of the course or learning experience, any unauthorized correspondence regarding examinations between/among students, which can be substantiated by physical proof or eye-witness verification shall constitute a violation of this code.

In cases where infractions of the code appear to have occurred, but where the specific violator(s) cannot be determined, the instructor may require all involved student(s) to be retested, or to resubmit a comparable assignment with proof of its originality.

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The listing in this code of ways to cheat or to otherwise engage in academic dishonesty is not meant to exclude forms of dishonesty that are not listed, or which may become possible in the future. The code is intended to encourage students to engage in ethical and professional behavior that will reflect positively on them and the College.

#### PROCEDURES IN THE EVENT OF VIOLATIONS OF THE CODE OF ACADEMIC INTEGRITY

##### **The First Violation of the Code**

1. The penalty for the first violation of the code shall be up to the total loss of credit (a '0') for the assignment, project, or examination or similar penalties for any other type of learning experience(s). This penalty may result in a student failing the course or other learning experience(s). Instructors will contact student for an educational conference to discuss the incident. Student will also be required to successfully complete a Student Success seminar.
2. Student Appeal Procedure: A student wishing to challenge the sanction will be entitled to make a written appeal to their dean within ten business days from the date of notification of the decision. The appeal should be based on new information, procedural error, or egregious sanction. The dean will review the appeal in consultation with the instructor in charge of the course or learning experience in which the violation occurred. The dean will respond in writing to the student's challenge of the sanction within ten business days. The dean has the final right of determination in this matter.

##### **The Second Violation of the Code**

1. The penalty for a second violation of the code will be up to the earning of a grade of 'F' in the appropriate course or similar penalties for other learning experiences. The second violation of the code need not happen in the same course or learning experience. Students will not be allowed to drop the course to avoid this penalty.
2. Student Appeal Procedure: A student wishing to challenge the sanction will be entitled to make a written appeal to their dean within ten business days from the date of notification of the decision. The appeal should be based on new information, procedural error, or egregious sanction. The dean will review the appeal in consultation with the instructor in charge of the course or learning experience in which the violation occurred. The dean will respond in writing to the student's challenge of the sanction within ten business days. The dean has the final right of determination in this matter.

##### **Subsequent Violations of the Code**

1. The penalty for subsequent violations of the code may result in separation from the institution. Reported violations of the Code of Academic Integrity beyond the second become a serious breach of the Student Code of Conduct.

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2. Upon receiving a report of any violations of the code beyond the second, the student's academic dean will forward the case including all supporting information and the names of the student(s) involved to the Dean of Students for review by the College Judicial Board in accordance with published College Judicial procedures. For review of these violations, the Conduct Officer will assemble a Board.
3. Student Appeal procedure: Student appeal of subsequent violations will follow Judicial Board appeal guidelines as outlined in the Student Code of Conduct Procedure 5000.5.

#### ACADEMIC COMPLAINT AND GRIEVANCE SYSTEM

**Academic Complaint:** Complaint from students regarding their academic experience. Academic misconduct reported (including reports from an instructor) will be considered an academic complaint.

**Grievance:** A grievance occurs when a grievance request form is filed with the Vice President of Academic and Student Affairs because a student believes that they have been dealt with in ways which violate established laws, rules, policies or procedures, or past practices by Gillette Community College District. A grievance will only take place after attempts at informal and formal resolutions have taken place.

The student academic complaint and grievance system provides responsible institutional alternatives for the student who has a legitimate complaint to make against a member of the faculty. The grievance system is intended primarily to safeguard the rights of students and to protect the faculty from unsupported or insubstantial complaints. The grievance system is not intended to change existing academic or college policy or to persecute, penalize or diminish the academic freedom of individual faculty members. Complaint forms and grievance forms can be accessed on the NWCCD Hub, GCCD website or picked up at the VPASA office.

Academic complaints and grievances will be addressed through the GCCD Student Grievance Procedure 5000.5B.

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