

Academic Dishonesty Policy – Statement and Definition

It is the policy of Edison State Community College that students respect ethical standards and exhibit academic honesty in carrying out their academic assignments. Ethics is one of the core educational values at Edison State Community College. Ethics is important not only in higher education but throughout one's life, livelihood, and community.

Academic dishonesty will not be tolerated. If a student exhibits dishonesty, we will respond to it with appropriate consequences. The following procedures have been developed for responding to cases of such dishonesty.

For the purpose of this policy, academic dishonesty shall include, but not be limited to, the following:

1. Conduct with respect to and/or during a quiz, examination, or any evaluation or assignment, written or otherwise.
 - a. Possessing, referring to, or employing open textbooks or notes or other devices not authorized by the instructor.
 - b. Looking at another person's work. (Examples include a paper or electronic device.)
 - c. Communicating with, providing assistance to, or receiving assistance from another person in a manner not authorized by the instructor.
 - d. Obtaining or attempting to obtain or using or attempting to use a copy of
 - i. any unauthorized materials intended to be used as, or in the preparation of, a quiz or examination or similar evaluation.
 - e. Taking a quiz or examination or similar evaluation in the place of another person.
 - f. Utilizing another person to take a quiz, examination, or similar evaluation in place of oneself.
 - g. Violating procedures prescribed to protect the integrity of a quiz, examination, or similar evaluation.
 - h. Changing material on a graded examination and then requesting a re-grading of the examination.
 - i. Submitting an assignment purporting to be the student's original work, which has been wholly or partly created by any other source. (Examples include a person, the internet, and printed material.)
 - j. Presenting as one's own work, ideas, representations, or words of another person without customary and proper acknowledgment of sources. Sources include the Internet.
 - k. Knowingly permitting one's work to be submitted by another person as if it were the submitter's original work.
 - l. Violating procedures prescribed to protect the integrity of the assignment.
 - m. Avoiding the timely completion of work by misrepresenting the conditions that cause the student to miss a deadline or an examination.
2. Unauthorized alteration or transmission of any academic information or records
3. Cooperation with another person in Academic Dishonesty, either directly or as an intermediary agent or broker

Academic Dishonesty Policy – Actions to be taken

Individual Offense

When an instructor suspects (in consultation with the Dean) that a student has committed one of the offenses identified in the policy on academic dishonesty, the following steps will be taken:

Step 1:

The instructor will communicate the offense to the student.

- 1a. If the instructor determines that the offense resulted from ignorance of the standards of academic conduct or other mitigating conditions, the instructor will take steps to inform and instruct the student in appropriate conduct and take appropriate action.
- 1b. If the instructor determines that the offense was intentional, the instructor will assess the appropriate penalty, inform the student of his or her right to appeal that judgment and penalty, and file the Academic Dishonesty Report with the Registrar.

Step 2:

If the student contests the validity of the instructor's judgment or the penalty assessed, the student may appeal to the Dean who is the instructor's supervisor.

- 2a. If the Dean agrees with the student and nullifies the penalty, the Academic Dishonesty Report is amended.
- 2b. If the Dean upholds the instructor's judgment, the penalty is assessed, and the Academic Dishonesty Report remains in the file.

Step 3: If the student contests the validity of the Dean's judgment or the penalty assessed, the student's final appeal is with the Provost.

Multiple Filed Offenses

When a student's file contains three Academic Dishonesty Reports or two reports involving the same type of offense this initiates the Student Code of Conduct and the following steps will be taken:

Step 1:

The Registrar notifies the Dean of Student Engagement who will convene a meeting with the student to determine the possibility of the need for additional action necessary to follow the Student Code of Conduct.

Step 2:

If additional action is required, the Dean of Student Engagement shall follow the hearing process/procedures located in the Student Handbook.

ACADEMIC DISHONESTY REPORT

Student's Name	Date Report Filed	Instructor's Name
Course	Semester	Student ID Number

Summary of event: _____

Instructor Consequences: _____

Student response/comments: _____

A copy of this report will be filed in Edison State Community College's Academic Dishonesty File with the Registrar.

The student may appeal the instructor's decision to the Dean who is the instructor's supervisor.

- If the Dean agrees with the student and nullifies the penalty, the Academic Dishonesty Report is amended.
- If the Dean upholds the instructor's judgment, the penalty is assessed, and the Academic Dishonesty Report remains in the file.

If the student contests the validity of the Dean's judgment or the penalty assessed, the student's final appeal is with the Provost.

When a student's file contains three Academic Dishonesty Reports or two reports involving the same type of offense, the following steps will be taken:

Step 1:

The Registrar notifies the Dean of Student Engagement who will convene a meeting with the student to determine the possibility of the need for additional action necessary to follow the Student Code of Conduct

Step 2:

If additional action is required, the Dean of Student Engagement shall follow the hearing process/procedures located in the Student Handbook.

The following signatures indicate that the student has read and understood the report and has discussed it with the instructor. They do not necessarily imply agreement.

Student Signature	Date	Instructor Signature	Date
-------------------	------	----------------------	------

(Make two copies: Copy to each the student and the instructor; original is sent to the Registrar for the Academic Dishonesty file.)

- Original (Academic Dishonesty file)
 Student copy
 Instructor copy