

ADMINISTRATIVE PROCEDURE No. 3116

Academic Honesty

Date Adopted: 8-10 December 1998

Date Revised: May 3, 2017

Date Reviewed:

References: Durham Tech.

<http://www.durhamtech.edu/policiesprocedures/academicintegrity.htm>, January 20, 2017.

The academic honesty policy will be published in major publications of the college such as the general catalog, student handbook and course syllabi ([AP 3309](#)).

Student Responsibilities

Each student has a responsibility to assist in protecting the integrity of degrees and certificates granted by COM-FSM by (1) not participating, either directly or indirectly, in academic dishonesty in any form, (2) actively discouraging academic dishonesty by others, and (3) reporting to the course instructor in a timely manner any known incidents of academic dishonesty.

Faculty Responsibilities

Each faculty member has a responsibility to assist in protecting the integrity of the degrees and certificates granted by COM-FSM by (1) informing students of the academic honesty policy and of any specific interpretation of that policy particular to a given course, (2) actively discouraging cheating or plagiarism, and (3) implementing recommended procedures for dealing with academic dishonesty in instances where substantial evidence of misconduct exists.

Procedures

When a student is alleged to have committed an act of either academic dishonesty or plagiarism, as described in Board Policy 3116, the following procedure will be followed:

1. The instructor must notify the student in writing within three working days of the detection of suspected academic dishonesty. This can be through email, electronic private text, or on paper.
2. Within five working days, the instructor will submit an Academic Honesty Violation form (<http://www.comfsm.fm/dcr/misc/Academic-Honesty-Violation-Report-Form-4-2.docx>), to the Vice President for Instructional Affairs (VPIA), attaching documentation of the incident and including details of how and when the student was notified in writing. The form will be routed to the division chair/instructional coordinator and dean of academic programs/campus dean or director and the VPIA. The office of the VPIA will notify the

instructor within three working days about any prior violations of the academic honesty policy for that student.

3. In the case of a **first offense of academic dishonesty**, the instructor will assign a grade of zero for the particular assignment. If the student challenges the allegation, he or she may talk with the instructor and/or the instructor's immediate supervisor following the "Informal Complaint" process outlined in the Student Complaint Policy ([BP 4903](#)).
4. If the case is a **second offense of academic dishonesty**, regardless of whether the second offense occurred in the same course/semester or in a different or subsequent course/semester, the office of VPIA will notify the student, instructor, division chair/instructional coordinator, dean of academic programs/campus dean or director, and the vice president (if the offense occurred in a department other than Instructional Affairs) that this is the second offense of academic dishonesty. The VPIA will also instruct the student to stop attending class. The instructor will then assign a grade of F for the course. Students who are removed from a class for academic dishonesty cannot receive a W for the course. Students may use the Student Complaint Policy ([BP 4903](#)) to challenge the course grade. If the student appeals the second finding of academic dishonesty via the Student Complaint Policy, the student shall be allowed to remain in the class until the appeal is resolved.
5. If the case is a **third offense of academic dishonesty**, the office of the VPIA will request that the student meet with the VPIA or designee within three working days of notification for a violation of the Academic Honesty policy ([BP 3116](#)). If, upon review of the evidence, the VPIA deems to student to be not guilty of the act of dishonesty, the student will be allowed to resume class attendance immediately and allowed to make up any work missed due to the suspension. If the VPIA finds that the student has committed a third offense of academic dishonesty, a punishment for the student will be recommended to the college's president. Punishment is suspension from the college for a period of time that the president determines to be appropriate and ineligibility for scholarships. If a student is found guilty of academic plagiarism, the student's suspension will be recorded on the student's official college record.
6. Specific programs: Due to program and facility requirements for professional behavior in the workplace, a first instance of academic dishonesty in a clinical practicum or workplace setting shall be treated as equivalent to a third offense of academic dishonesty in the classroom. The student shall be referred to the office of the VPIA for a violation of the Academic Honesty Policy.
7. Students may appeal decisions concerning issues addressed by this policy, with the exception of documented plagiarism, through the Student Complaint Policy ([BP 4903](#)).

Reports of Academic Honesty Policy violations are kept on file in the office of the VPIA. Violations of Academic Honesty do not expire.

Resources for correct citations can be found at: Purdue OWL (<https://owl.english.purdue.edu/owl/>)- General Website and its MLA formatting and Style Guide (<https://owl.english.purdue.edu/owl/resource/747/01/>). The material on this website is copyrighted by Purdue University, West Lafayette, Indiana.