

## Academic Integrity Policy

Central Community College believes successful students are independent critical thinkers who possess the work ethic and skills necessary to make a positive difference in their professions and communities. In order to maximize student and community success, CCC is devoted to maintaining an honest academic environment and upholding integrity as a core value. All individuals across all course modalities are expected to practice academic integrity, which encompasses the fundamental values of honesty, trust, respect, fairness, and responsibility. In the case of alleged violations of academic integrity, Central Community College strives for fair resolution.

### ***Instances of Academic Dishonesty:***

Behaviors that violate the fundamental values of academic integrity at Central Community College *may include but are not limited to* the following:

- **Plagiarism** - direct copying or paraphrasing without proper citation of someone else's work (i.e. writing, images, video or audio)
- **Cheating** - engaging in any behavior intended to achieve an unfair advantage for self or another in any academic exercise (i.e. unauthorized collaboration or unauthorized use of resources or data in a study)
- **Fabricating Information** - inventing or falsifying information (i.e. making up resources and/or citations, falsifying academic records)
- **Facilitating Academic Dishonesty** - soliciting, furnishing, or offering to furnish unauthorized exams, quizzes, or academic materials; participating in academic sabotage

### ***Procedures for Addressing Alleged Instances of Academic Dishonesty***

1. When an instructor believes a student may have committed academic dishonesty, the instructor will contact the student to discuss the situation (face-to-face, phone or electronic communication). Electronic meetings may be appropriate for distance students. Every effort will be made to resolve the situation between the instructor and the student.
2. At the discretion of the instructor, resolution of academic dishonesty may include the following Academic Sanctions:
  - a. Revision and resubmission of the assignment/project/paper within an identified time frame, potentially with a lowered grade;
  - b. No resubmission of the assignment/project/paper with an immediate zero;
  - c. An immediate zero for the test/quiz/examination.
3. The instructor completes the Academic Integrity Action Form and submits it to the Division Dean of Instruction. The form may be referenced should the student be involved in additional alleged instances of academic dishonesty.
4. In addition to instructor's Academic Sanctions, a student involved in academic dishonesty also may be subject to College Sanctions recommended by the Division Dean of Instruction including probation, suspension or dismissal. See the Student Handbook for additional information.
5. Incidents of academic dishonesty that occur independent of a particular assignment or course will be forwarded directly to the Division Dean of Instruction for review. Resolution of

incidences may include recommended or applied College Sanctions such as probation, suspension, or dismissal from college.

### **Academic Integrity Appeal Process**

1. The student has the right to appeal an academic sanction applied by an instructor for academic dishonesty *within 5 business days of the applied academic sanction*.
2. For incidents of academic dishonesty, the instructor will notify the student (face-to-face, phone or electronic communication) of the academic sanction applied. Electronic meetings may be appropriate for distance students.
3. The student has the right to appeal the academic sanction by requesting a meeting with the Division Associate Dean of Instruction *within 5 business days of notification of the academic sanction by the instructor*.
4. Should resolution not be reached, the student has the right to continue the appeal by submitting the Academic Integrity Action Form to the Division Dean of Instruction *within 5 business days of the meeting with the Division Associate Dean of Instruction to request an appeal panel hearing*.
5. The Division Dean of Instruction may contact the student for additional information before convening and moderating a three-member Academic Appeal Panel.
6. The student has the right to request a peer student serve as an appeal panel member. If requested, the peer student will be selected by the Division Dean of Instruction.
7. The student is responsible for providing electronic copies of supporting documents s/he plans to present during the appeal hearing to the Division Dean of Instruction *5 business days prior to the date of the appeal hearing*. The Division Dean of Instruction will forward documentation to the appeal panel members to review prior to the appeal hearing. Should no documentation be provided, the hearing will proceed.
8. The Academic Appeal Panel will convene to review the documentation, to hear student and instructor statements, and to make a recommendation for resolution to the Division Dean of Instruction. In the case of a student's or instructor's absence, the hearing may proceed.
  - a. The student and instructor will make separate statements before the appeal panel.
    - i. The student is allowed a maximum of ten minutes to present his/her appeal, including review of any supporting documentation.
    - ii. The instructor is allowed a maximum of ten minutes to present circumstances of the situation.
  - b. A supporting advocate may accompany the student to the hearing and will be introduced to the panel. The advocate will speak only if questioned by the panel.
  - c. The appeal panel may ask clarifying questions.
9. Following the hearing, the appeal panel will make a written recommendation to the Division Dean of Instruction *within 3 business days*.
10. The Division Dean of Instruction will review the Academic Appeal Panel's recommendation and finalize resolution of the appeal. All parties will be notified by the Division Dean of Instruction. Additional College Sanctions (probation, suspension, dismissal) may be recommended at this time.
11. The student and/or instructor have the right to appeal the Division Dean of Instruction's resolution.

- a. The student and/or instructor may appeal Academic Sanctions by contacting the College Executive Vice President to request final consideration of the appeal *within 5 business days of notification by the Division Dean of Instruction.*
  - b. The student may appeal College Sanctions by Due Process Procedures (See the Student Handbook for additional information) *within 10 business days of notification by the Division Dean of Instruction.*
12. The College Executive Vice President will review all relevant materials pertaining to the appeal. The decision of the College Executive Vice President regarding the resolution of academic appeal is final.

## Central Community College - Academic Integrity Action Form (completed by instructor)

Student Name: \_\_\_\_\_ Student ID: \_\_\_\_\_

Program of Study: \_\_\_\_\_ Date of Incident: \_\_\_\_\_

### Explanation of Alleged Incident of Academic Dishonesty: (attach documentation)

- If the alleged incident occurred within the context of a specific course, move onto Part A.
- If the alleged incident occurred independent of a specific course, forward to Division Dean of Instruction (see Part C).

### **PART A: Academic Sanction Applied by Instructor**

Instructor: \_\_\_\_\_ Course Name: \_\_\_\_\_ Alpha/Section: \_\_\_\_\_

**Academic Sanction Applied by the Instructor:** *(i.e.: lower grade, resubmission of assignment, etc.)*

Instructor notified Student of Academic Sanctions. Date \_\_\_\_\_ Time \_\_\_\_\_

- Student accepts the Academic Sanction. Student and Instructor sign below. Forward form to Division Dean of Instruction for review (see Part C).
- Student does not accept the academic sanction. The student has 5 business days from date of notification by the Instructor to appeal. If appealed, forward form to Division Associate Dean of Instruction (see Part B). If no appeal is made, Academic Sanctions will be enforced as of \_\_\_\_\_ *(5 business days from date noted above)*. Instructor signs below and forwards form to Division Dean of Instruction for review (see Part C).

\_\_\_\_\_  
Student Signature/ Date

\_\_\_\_\_  
Instructor Signature/Date

### **PART B: Academic Sanctions – Appeal Meeting with Division Associate Dean of Instruction**

Student, Instructor and Division Associate Dean hold meeting to discuss/review incident and applied Academic Sanctions. Date: \_\_\_\_\_ Time: \_\_\_\_\_

- Student accepts the Academic Sanction. Student, Instructor, and Division Associate Dean of Instruction sign below. Form is forwarded to Division Dean of Instruction for review (see Part C) and possible College Sanctions.
- Student does not accept the Academic Sanction. The student has 5 business days from date of meeting to appeal. If appealed, forward form to Division Dean of Instruction (see Part D). If no appeal is made, Academic Sanctions will be enforced as of \_\_\_\_\_ *(5 business days from date noted above)*. Division Associate Dean and Instructor signs below and forward form to Division Dean of Instruction for review (see Part C).

\_\_\_\_\_  
Student Signature/ Date

\_\_\_\_\_  
Instructor Signature/Date

\_\_\_\_\_  
Division Associate Dean of Instruction Signature/Date

**Part C: College Sanctions - Review by the Division Dean of Instruction**

(This section used only when College Sanctions are applied.)

**College Sanction Applied by Division Dean of Instruction:**

**None**, no College Sanctions applied/recommended. Student notified of no additional College Sanctions. Date: \_\_\_\_\_. Division Dean of Instruction sign below and retain form for file.

Probation applied. Dates and Terms of probation: \_\_\_\_\_

Student and Division Dean of Instruction hold meeting to discuss/review applied College Sanction as noted above. Date: \_\_\_\_\_ Time: \_\_\_\_\_

Student accepts the College Sanction. Student and Division Dean of Instruction sign below. Division Dean of Instruction retains form for file.

Student does not accept the college sanction. The student has 10 business days from date of meeting to appeal. If appealed, forward form to Campus President (see Part F). If no appeal is made, College Sanctions will be enforced as of \_\_\_\_\_ (10 business days from date noted above). Division Dean of Instruction signs below and retains form for file.

\_\_\_\_\_  
Student Signature/ Date

\_\_\_\_\_  
Division Dean of Instruction Signature/Date

**College Sanction Recommended by Division Dean of Instruction and Applied by Campus President:**

Sanction recommended and forward to Campus President for approval. Dates and Terms of suspension/dimissal: \_\_\_\_\_

Student and Campus President hold meeting to discuss/review applied College Sanction as noted above. Date: \_\_\_\_\_ Time: \_\_\_\_\_

Student accepts the College Sanction. Student and Campus President sign below. Form returned to Division Dean of Instruction to retain on file.

Student does not accept the College Sanction. The student has 10 business days from date of meeting to appeal. If appealed, Campus President enacts Due Process Procedures (see Part F). If no appeal is made, College Sanctions will be enforced as of \_\_\_\_\_ (10 business days from date noted above). Campus President signs below and returns form to Division Dean of Instruction to retain on file.

\_\_\_\_\_  
Student Signature/ Date

\_\_\_\_\_  
Campus President Signature/Date

**Part D: Academic Sanctions - Appeal to the Academic Appeal Panel****This section used only when College Sanctions are applied.)**

1) Student notifies Division Dean of Instruction to request Academic Appeal Panel Hearing. Date: \_\_\_\_\_

2) Division Dean of Instruction will convene and moderate a three-member Academic Appeal Panel.

Academic Appeal Panel Hearing Convenes Date: \_\_\_\_\_ Time: \_\_\_\_\_

Academic Appeal Panel Members in Attendance: \_\_\_\_\_

Others in Attendance: \_\_\_\_\_

**Academic Appeal Panel Recommendations:***(Attach any additional relevant materials)***Academic Sanctions Applied by the Division Dean of Instruction:** *(upon review of panel recommendations)***Note:** Division Dean of Instruction to also review applicability of College Sanctions, at this time. Review and complete Part C (College Sanctions) in conjunction with student meeting regarding applied Academic Sanctions noted above (Part D).Student, Instructor *(optional)* and Division Dean of Instruction hold meeting to discuss/review Academic Sanctions as noted above. Date: \_\_\_\_\_ Time: \_\_\_\_\_

- Student accepts the Academic Sanction. Student, Instructor *(optional)*, and Division Dean of Instruction sign below. Division Dean of Instruction retains form for file.
- Student does not accept the Academic Sanction. The student has 5 business days from date of meeting to appeal. If appealed, forward form and all supporting materials to College Executive Vice President (see Part E). If no appeal is made, Academic Sanctions will be enforced as of \_\_\_\_\_ *(5 business days from date noted above)*. Division Dean of Instruction signs below and retains form for file.
- Instructor does not accept the Academic Sanction. The instructor has 5 business days from date of meeting to appeal. If appealed, forward form and all supporting materials to College Executive Vice President (see Part E). If no appeal is made, Academic Sanctions will be enforced as of \_\_\_\_\_ *(5 business days from date noted above)*. Division Dean of Instruction signs below and retains form for file.

\_\_\_\_\_  
Student Signature/ Date\_\_\_\_\_  
Division Dean of Instruction Signature/Date\_\_\_\_\_  
Instructor Signature *(optional)*/ Date

**Part E: Academic Sanctions – Appeal to the College Executive Vice President** 

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College Executive Vice President to review all relevant materials pertaining to the student and/or instructor appeal.

**Final Academic Sanctions Applied by the College Executive Vice President:**

**If student appeals**, student and College Executive Vice President hold meeting to discuss/review final Academic Sanctions as noted above. Date: \_\_\_\_\_ Time: \_\_\_\_\_. Student and College Executive Vice President sign below. Return form to Division Dean of Instruction to retain on file.

\_\_\_\_\_  
Student Signature/ Date

\_\_\_\_\_  
College Executive Vice President Signature/Date

**If instructor appeals**, instructor and College Executive Vice President hold meeting to discuss/review final Academic Sanctions as noted above. Date: \_\_\_\_\_ Time: \_\_\_\_\_. Instructor and College Executive Vice President sign below. Return form to Division Dean of Instruction to retain on file.

\_\_\_\_\_  
Instructor Signature/ Date

\_\_\_\_\_  
College Executive Vice President Signature/Date

**Part F: College Sanctions - Appeal to the Campus President (Due Process Procedures)** 

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- 1) Student notifies Campus President of appeal of College Sanctions. Date: \_\_\_\_\_
- 2) Student directed to Due Process Procedures information (see Student Handbook). When finalized, attach outcome document of the Due Process Procedure to this form and return to Division Dean of Instruction to retain on file.

**INSTRUCTIONS**

**Instructor** complete information on alleged incident of Academic Dishonesty and Part A  
**Staff** complete information on alleged incident of Academic Dishonesty only and forwards form to Division Dean of Instruction  
**Division Associate Dean of Instruction** complete Part B  
**Division Dean of Instruction** complete Part C and Part D  
**Campus President** complete Part D and Part F  
**College Executive Vice President** complete Part E