



Academic Integrity Policy

Students of Community College of Denver are expected to behave as responsible members of the college community, and to be honest and ethical in their academic work. CCD strives to provide students with the knowledge, skills, judgment, and wisdom they need to function in society as educated adults. To falsify or fabricate the results of one's research; to present the words, ideas, data, or work of another as one's own; or to cheat on an examination corrupts the essential process of higher education, and is a disservice to the student, faculty and staff community. All members of the Community College of Denver Community, students, faculty, and staff share the responsibility and authority to challenge and make known acts of academic dishonesty. Further, students, faculty and staff should ensure that policies regarding academic integrity are clearly outlined in course materials, including course syllabi.

Guidelines for Academic Integrity

Students assume full responsibility for the content and integrity of the coursework they submit. The following are guidelines to assist students in observing academic integrity:

- Students must do their own work and submit only their own work on examinations, reports, and projects, unless otherwise permitted by the instructor. Students are encouraged to contact their instructor about appropriate citation guidelines.
- Students may benefit from working in groups. However, students must not collaborate or cooperate with other students on graded assignments, examinations, or other academic exercises unless clearly directed to do so by the instructor.
- Students must follow all written and/or verbal instructions given by instructors or designated college representatives prior to taking examinations, placement assessments, tests, quizzes, and evaluations.
- Students are responsible for adhering to course requirements as specified by the instructor in the course syllabus.

Forms of Academic Dishonesty

Note: The Community College of Denver recognizes that when students make a good faith attempt to credit sources, some mistakes in citation format or use of quotations should be viewed as errors in form and mechanics rather than true plagiarism.

Actions constituting violations of academic integrity include, but are not limited to, the following:

CHEATING: intentionally using or attempting to use unauthorized materials, information, or study aids in any academic exercise. Examples of cheating include, but are not limited to:

- Copying from another's assignment or receiving unauthorized assistance from another during an academic exercise or in the submission of academic material.
- Using a calculator, computer or other materials when not authorized by the instructor.
- Collaborating with another student or students during an academic exercise without the consent of the instructor.

FABRICATION: intentional and unauthorized falsification or invention of any information or citation in an academic exercise.

FACILITATING ACADEMIC DISHONESTY: intentionally or knowingly helping or attempting to help another to violate any provision of this Code.

MULTIPLE SUBMISSION: submission of academic work for which academic credit has already been earned, and when such submission is made without authorization.

PLAGIARISM: intentionally or knowingly representing the words or ideas of another as one's own in any academic exercise. The following are considered to be forms of plagiarism:

- Word-for-word copying of another person's ideas or words
- Interspersing one's own words within a document while, in essence, copying another's work.
- Rewriting another's work, yet still using the original author's fundamental idea or theory.
- Inventing or counterfeiting sources.
- Submission of another's work as one's own.
- Neglecting quotation marks on material that is otherwise acknowledged.

MISUSE OF ACADEMIC MATERIALS: the misuse of academic materials includes, but is not limited to, the following:

- Stealing or destroying college or library reference materials, or computer equipment and/or programs.
- Stealing or destroying another student's notes or materials, or having such materials in one's possession without the owner's permission.
- Receiving assistance in locating or using sources of information in an assignment when such assistance has been forbidden by the instructor.
- Illegitimate possession, disposition, or use of examinations, test banks or answer keys to examinations.
- Unauthorized alteration, forgery, or falsification of academic records.
- Unauthorized sale or purchase of examinations, papers, projects or assignments.

COMPLICITY IN ACADEMIC DISHONESTY: Complicity involves knowingly contributing to another's acts of academic dishonesty.

Penalties for Academic Dishonesty

If a student is found responsible for violating academic integrity policies, any one or a combination of the following penalties may be imposed by the faculty member, or by the faculty member and his/her supervisor:

- Verbal or written warning.
- Request to have student repeat assignment, project, or examination in question.
- A grade of “F” for the assignment, project, or examination. *Note: if the weighted grade of “F” for the assignment, project, or examination results in a cumulative grade of “F” in the course, then the assignment of a grade of “F” in the course is appropriate. Otherwise, a final grade of “F” for the course or an “F” that overrides a student withdrawal from the course should not be imposed until after an Honor Board is convened (see Honor Board procedures).*

The Vice-President for Student & Enrollment Services or designee may also issue the following disciplinary sanctions, in accordance with the Code of Student Conduct:

- Disciplinary admonition and warning.
- Disciplinary probation with or without the loss of privileges for a definite period of time. The violation of the terms of the disciplinary probation or the breaking of any college rule during the probation period may be grounds for suspension or expulsion from the college.
- Suspension from the Community College of Denver for a definite period of time. (i.e., suspension of the privilege to attend the Community College of Denver).
- Expulsion from the Community College of Denver (i.e., removal of the privilege to attend the Community College of Denver).
- Other disciplinary action as deemed appropriate may include, but is not limited to: referral to support services and/or programs; assignment of written apology or essay; participation in community service activities.

Academic Dishonesty Complaint Procedures

1. The faculty member observing or investigating the apparent act of academic dishonesty documents the commission of the act, by writing down the time, date, place, and a description of the act.
2. The faculty member collects evidence, often by photocopying the plagiarized assignment and creating a paper trail of all that occurs after the alleged act of academic dishonesty. In most cases, the evidence will include various samples of the student’s work showing a radical disparity in style or ability.
3. The faculty member provides the student an opportunity to explain the incident.
4. The faculty member explains to the student the procedures and penalties for academic dishonesty and gives the student a copy of the Community College of Denver’s Academic Integrity Policy and the Student Code of Conduct.
5. The faculty member may resolve the matter by determining an appropriate course of action, which may include a verbal or written warning, a grade of “F” on an assignment,

project, or examination, or no further action. *Note: Faculty should report all violations of academic integrity and the course of action taken to the Dean of Students.*

6. If the accused student contests the faculty member's decision, a meeting with the division dean or associate dean/ director may be requested to informally resolve this matter.
7. If this matter cannot be resolved with the division dean, associate dean/ director; **or** if the student contests the decision made in consultation with the division dean, associate dean/ director; **or** if the faculty member wishes to initiate further action (e.g. assign a lower grade or a grade of "F" for the course or recommend academic program dismissal based solely on academic dishonesty), the student is entitled to an honor board hearing (see Honor Board Procedures below).

Honor Board Procedures

Please note: During the Honor Board process it is likely that the student will continue to be enrolled in the course in which the allegation is made. It is imperative that both the student and the faculty observe proper conduct during that time. Neither the student nor the faculty shall retaliate in any way when an allegation of academic dishonesty is reported. Doing so shall result in immediate disciplinary action.

1. An Honor Board hearing may be requested by a student who contests the decision made by the faculty member (in consultation with the division dean, associate dean/ director) **OR** by the faculty member who wishes to initiate further action or cannot resolve the matter as specified above.
 - **Student request for Honor Board hearing:** the student requesting the hearing must submit a Request for Honor Board Hearing to the Office of the Vice President for Student & Enrollment Services within ten (10) days of notification of academic dishonesty decision by faculty (or division dean, associate dean/director).
 - **Faculty request for Honor Board hearing:** The faculty member must submit a copy of the Academic Integrity Violation Dishonesty Report and any additional evidence to the Vice of the Vice-President for Student & Enrollment Services within ten (10) working days of the alleged act of academic dishonesty (or within ten (10) working days of meeting with division dean, associate dean/director).
2. Within ten (10) working days of receiving an Academic Integrity Violation Report, or a Request for Honor Board Hearing, the Vice-President for Student & Enrollment Services or designee will notify all parties in writing of the date, time and location of the Honor Board hearing.
3. The Honor Board shall be comprised of no less than five (5) members and shall include:

- One current CCD student in good standing appointed or selected by the current elected student government association;
 - Two faculty members. One shall be the current Faculty Council chair, and one shall be appointed by the Vice-President of Learning and Academic Affairs;
 - One full-time student services staff member appointed by the Vice-President for Student & Enrollment Services; and
 - The Dean of Students who shall oversee the honor board process.
4. In addition to the above honor board members, the faculty member who made the allegation shall also be invited to attend. The faculty member may bring a representative from Faculty Council to serve as support, but may not present the case.
 5. At the Honor Board meeting, both the faculty member and the student will have the opportunity to hear the charges and present his/her side of the case.
 6. The student may bring an advisor, who may advise and support the student but may not present the case.
 7. If the student misses the hearing, the Honor Board may proceed with the process to completion.
 8. Following the Honor Board hearing, members shall make a recommendation for action to the Vice-President for Student & Enrollment Services. This recommendation shall be in writing within five (5) working days of the honor board meeting. The Vice-President for Student & Enrollment Services will determine if the action recommended by the honor board is appropriate, and will issue a final decision.
 9. In addition, The Vice-President for Student & Enrollment Services or designee may also issue the following disciplinary sanctions, in accordance with the Student Code of Student Conduct, pursuant to State Board of Community College's Student Disciplinary Procedure (SP 4-30):
 - Disciplinary admonition and warning.
 - Disciplinary probation with or without the loss of privileges for a definite period of time. The violation of the terms of the disciplinary probation or the breaking of any college rule during the probation period may be grounds for suspension or expulsion from the college.
 - Suspension from the Community College of Denver for a definite period of time. (i.e., suspension of the privilege to attend the Community College of Denver).
 - Expulsion from the Community College of Denver (i.e., removal of the privilege to attend the Community College of Denver).
 - Other disciplinary action as deemed appropriate may include: referral to support services and/or programs; assignment of written apology or essay; participation in community service activities.
 10. Within ten (10) working days of the hearing, the Office of the Vice-President for Student & Enrollment Services will issue written notification of the decision to the student, faculty member, and division dean, and/or associate dean/director.

11. Pursuant to SP 4-30, following notice of the decision and/or sanctions imposed, the student may file a written appeal to the Vice-President for Student & Enrollment Services within seven (7) days of service of the decision. The Vice-President for Student & Enrollment Services shall follow appeal procedures as outlined in SP 4-30.

For Questions/ Comments regarding the contents or procedures of this policy, please contact the Dean of Students or the Vice President for Student & Enrollment Services at the Community College of Denver.

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Contents of this policy were adapted from:

“Academic Honesty” and “Academic Dishonesty,” Oregon State University, Corvallis, Oregon

“Student Rights & Responsibilities: Scholastic Ethics Code,” Pima Community College, Tucson, Arizona.

“Academic Honor Code and Disciplinary Policies,” University of Colorado at Denver, Denver, Colorado.

“Defining and Avoiding Plagiarism: The WPA Statement on Best Practices.” Council of Writing Program Administrators, <http://www.wpacouncil.org>.

“SP 4-30: Student Disciplinary Procedure (2003).” Community Colleges of Colorado, System President’s Procedure, Denver, Colorado.

“Community College of Denver Student Code of Conduct (2003).” Denver, Colorado.