



Frederick Community College Procedure

Section 4.00 Academic Procedures	Procedure Number	4.15
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Violation of Academic Integrity	Policy Number	4.15
	Revision Approved	12/10/08

A. Introduction

A violation of the Code of Academic Integrity includes, but is not limited to, cheating, plagiarism, or facilitating dishonest activities. Examples of each type of violation are provided below. The principles of the code are applicable to all credit and non-credit courses at the College. All documented violations of the Code of Academic Integrity will be kept on file with the Chief Academic Officer. Cases referred to the Code of Student Conduct will also be kept on file with the Vice President of Learning Support.

B. Definitions

1. Cheating - the intentional or attempted use of unauthorized materials, information, or study aids in an academic exercise. Examples include, but are not limited to:
 - a. Use of notes, examinations, instructional material, or information obtained by electronic means during academic activities.
 - b. Obtaining, using, or processing copies of an examination, and/or providing or receiving information contained in an examination.
 - c. Submitting another's work as one's own.
 - d. Having an examination taken by another party.
 - e. Altering or falsifying examination or course results after evaluation is completed by the instructor.
 - f. Carrying examination answers into an in-class testing period.
 - g. Copying answers and/or work from another student during an individually assigned classroom activity.

2. Plagiarism - the presentation of an idea or product as new when taken from an original existing source without properly citing the source of the material. Examples of plagiarism include:
 - a. Duplicating another author's work (in whole or part) without quotation marks and/or proper citations.

- b. Duplicating the author's exact words with the proper citation, but without quotation marks.
 - c. Using an author's paraphrased ideas without proper citations.
 - d. Submitting a paper in which the exact words are only rearranged in order without proper citation.
3. Facilitating Academic Dishonesty - intentionally, or knowingly, assisting or attempting to assist another student in violation of the Academic Integrity policy. Examples include but are not limited to:
- a. Completing an academic activity in another name.
 - b. Permitting another student to copy one's work for an assignment, or examination.
 - c. Providing another student with unauthorized material during an academic activity.
 - d. Collaboration with other students to complete course assignments when prohibited by the instructor.
 - e. Providing examination information to students in other course sections.
 - f. Selling, possessing, or purchasing examinations, papers, or other assignments.
4. Other Forms of Academic Dishonesty. Examples include but are not limited to fabricating, falsifying, or inventing information, data, or citations in an academic activity.

C. Investigation of Alleged Violations

- 1. When a faculty member has reason to believe that a violation of the Code of Academic Integrity has occurred, the faculty member will notify the Vice President of Learning, who will notify the Registrar to place an academic hold on the student record. The hold will prevent the student from withdrawing from the course during the investigation process. The faculty member will schedule a meeting with the student(s) to present evidence of the violation. If the student fails to attend the meeting, the faculty member may make a decision based on the available evidence.
- 2. The student will be afforded the opportunity to respond to the allegation during the meeting with the faculty member. Following the meeting with the student, the faculty member will make a determination as to the occurrence of a violation based on the evidence presented during the investigation.

D. Imposition of a Sanction

- 1. Following the investigation, students found to be in violation of the Code of

Academic Integrity may receive sanctions imposed by the faculty member in whose class the violation occurred. Sanctions will increase in severity in accordance with the number of prior documented violations. The faculty member will confer with the Associate Vice President for Learning Operations to determine if other recorded violations have occurred prior to imposing a sanction. The faculty member will confer with the department chair and/or the appropriate Associate Vice President to inform him/her of the sanction the faculty member has determined to be appropriate. Students not registered in a course where sanctions are warranted but who facilitate academic dishonesty will be referred for sanctions under the Code of Student Conduct:

Once the sanction has been imposed, the Vice President for Learning will notify the Registrar to remove the hold on the student record, unless the sanction is a failing grade for the course, in which case the hold will remain and the student will not be permitted to withdraw from the course.

a. First Violation

- (1) Students found in violation of the Code of Academic Integrity for the first time may be assigned a sanction ranging from a warning to grade of zero (0) for the assignment, examination, presentation, or activity in question, to receiving a failing grade in that class should the offense be determined by the faculty member to be sufficiently severe to warrant such a sanction. The student will be made aware of the sanction in writing by the faculty member.
- (2) Recognizing the potential for unintentional violations of the Code of Academic Integrity, the faculty member may include within the written notice of sanction a referral to the Writing Center. The faculty member may inform the Writing Center Manager of the student's violation and referral. The Writing Center will provide the student with individualized instruction relating to the particular violation, which may include one-on-one tutoring, online tutorials, and/or referrals to other College resources (e.g. Study skills workshops, etc.). The Writing Center Manager will inform the faculty of the student's progress and completion of educational experiences.
- (3) A copy of the sanction notice will be sent to the department chair and the Associate Vice President of Learning Operations. If the department chair is the involved faculty member, the appropriate academic Associate Vice President will act as the department chair. The Associate Vice President will document the incident and file the documentation with the Vice President for Learning.

b. Second Violation

- (1) Students found in violation of the Code of Academic Integrity for the second time, either in the same course or a different course, will be assigned a failing grade in the course where the second violation

occurred.

- (2) The student may appeal the failing grade using the College's Grievance Procedure for Grades.
- (3) The student will be made aware of the sanction in writing by the faculty member. A copy of the sanction notice will be sent to the department chair and the Associate Vice President of Learning Operations. The Associate Vice President will document the incident and file the documentation as the second violation with the Vice President for Learning.

c. Third Violation

- (1) Students found in violation of the Code of Academic Integrity for the third time, either in the same or a different course, will be assigned a failing grade in the course where the third violation occurred. The student forfeits the opportunity to repeat the course in question. Additionally, the student will be referred for appropriate action through the Code of Student Conduct with the recommendation that the student be expelled from the College.
- (2) The student may appeal the grade using the College's Grievance Procedure for Grades prior to his/her exposure to the procedures associated with the Student Code of Conduct. If the failing grade is not overturned on appeal, the student will be referred to the Code of Student Conduct for consideration of expulsion from the College.
- (3) The student will be made aware of the sanction in writing by the appropriate academic Associate Vice President and a copy of the sanction notice will be sent to the department chair and faculty member. The Associate Vice President will document the incident and file the documentation as the third violation with the Chief Academic Officer and notify the Vice President for Learning Support for initiation of action in accordance with procedures outlined in the Code of Student Conduct.

E. Appeals

All appeals must be submitted in writing as indicated below:

1. Appeal of Finding of First Violation - Students who have been found in violation of the Academic Integrity policy for the first violation will have 7 working days from the student's notification in which to request an appeal. Failure to request an appeal within the allotted time frame will result in the student's waiver of the right to appeal. Written request of appeal must be submitted to the appropriate academic Associate Vice President. The Associate Vice President will appoint a department chair to schedule a meeting with the student, the faculty member, and the Department Chair within 10 working days of receipt of the request for appeal and will inform all parties of the date, time, and location of the appeal hearing. Failure of the student to appear for the appeal hearing without prior notification or evidence of extenuating circumstances, provided adequate advance notice of the hearing date, time, and location has been given, results in

a waiver of his/her right for further appeal and the sanction imposed by the faculty member will stand. The decision of the Associate Vice President will be final. The Associate Vice President will notify the student in writing of their decision within 3 working days of the meeting.

2. Appeal of Second and Third Violations - All appeals of the second and third violations will proceed according to the Student Grievance Procedure for Grades and where appropriate, the Student Code of Conduct.
 - a. If an appeal results in a change in the student's recorded final grade for the course, the faculty member will submit an official change of grade to the Registrar and the Vice President of Learning will notify the Registrar to remove the hold on the student record.