



ADMINISTRATIVE PROCEDURE

TITLE: Academic Integrity

ADMINISTRATIVE PROCEDURE # 5506

RELATED TO POLICY # 5500 STANDARDS OF STUDENT CONDUCT

I. Introduction

Umpqua Community College is committed to providing students with a quality education that upholds high academic standards. Academic integrity means academic honesty or the ethical adherence to guidelines set by individual instructors and UCC. Therefore, UCC has a zero tolerance policy regarding all forms of academic misconduct.

II. Academic Misconduct

This section provides definitions and examples of types of academic misconduct. However, neither the types of violations nor the lists of examples are exhaustive:

- A. **Cheating:** the use or possession of inappropriate or prohibited materials, information, sources, or aids in any academic exercise. Cheating also includes submitting papers, research results or reports, analyses, and other textual or visual material and media as one's own work when others prepared them. Common examples:
1. Use of any specifically prohibited materials or assistance, including notes, online tools, other academic material, in taking quizzes, tests, or exams or any academic assignment
 2. Copying another student's or a tutor's answers or strategies on a test, quiz, practical assignment, or any academic assignment or allowing another to do so
 3. Relying on the aid of services or academic materials beyond those authorized by the faculty member in writing papers, preparing reports, solving problems, or carrying out other assignments
 4. Acquiring a copy of an examination from an unauthorized source before the examination
 5. Preprogramming a calculator or other device to contain answers, formulas, or other unauthorized information for use during a quiz or examination

6. Having a substitute take a quiz, test, or examination in one's place or taking a quiz, test or exam for another student
 7. Submitting a purchased or downloaded term paper or other materials to satisfy a course requirement
 8. Submitting one's own previously graded work as a new assignment without the current instructor's permission
 9. Intentionally falsifying or fabricating data or materials on an academic assignment.
- B. Plagiarism:** the use of another person's words, ideas, images, or results, no matter the form or media, without giving that person appropriate credit. To avoid plagiarism, a student must identify every direct quotation using quotation marks or appropriate indentation and cite both direct quotation and paraphrasing properly according to the accepted format as required by the instructor in a course. Some common examples of plagiarism are:
1. Copying word for word (i.e. quoting directly) from oral, printed, or electronic source without proper citation/attribution.
 2. Paraphrasing without proper attribution, i.e., presenting in one's own words another person's written words or ideas as if they were one's own, regardless of the nature of the assignment
 3. Incorporating into one's work graphs, drawings, photographs, diagrams, tables, spreadsheets, computer programs, or other non-textual material from other sources, regardless of format, without proper attribution.
- C. Unauthorized collaboration**
1. Collaborating with others on any assignment, quiz, test, or academic assignment unless expressly authorized by the instructor
- D. Access or use of digital repositories or tools without the explicit permission of the instructor.** This could include unauthorized uploading of class materials (including notes, quizzes, and tests)
- E. Theft or Forgery of academic materials**
1. Unauthorized acquisition of an examination from an instructor or electronic files
 2. Selling, buying, or distributing an examination
 3. Altering or Forging a College Transcript, Degree, Certificate or any other official record

III. Disciplinary Process

- A. A student accused of academic misconduct will be notified of the alleged misconduct by the instructor of the course within five business days of discovery. The accused student has five days from notification to participate in the disciplinary process and to be heard without prejudice.
- B. The instructor may proceed without a response from the student as long as they document attempts to contact the accused student both by email and phone.
- C. Pending the above results, the instructor can close the case without a charge and will notify the student no action is taken. Or, if found responsible, the instructor completes the academic misconduct notification form and assigns appropriate sanctions which may include in no particular order:
 1. Verbal or written warning
 2. Redo the paper/assignment
 3. Receive a zero (or failing grade) on a paper/assignment
 4. Retake a quiz/exam
 5. Receive a zero (or F grade) on a quiz/exam
 6. Receive a failing grade in the course
 7. Refer the student to the library or tutoring center for education on plagiarism and properly citing references
- D. The student must be allowed to continue in the course until the appeal process has concluded.
- E. In program-specific violations (e.g. Nursing, EMS, Dental, etc.) the Program Director, and/or Dean of Instruction may also:
 1. Place student on a correction plan
 2. Remove the student from the Program/MajorThese additional sanctions will be sent to the student by the Program Director or Dean of Instruction.
- F. The Student Conduct Officer reviews all academic misconduct notification forms. A student found to be guilty of previous academic misconduct violations may be subject to additional sanctions including:
 1. Disciplinary Warning
 2. Disciplinary Probation

3. Disciplinary Suspension
 4. Disciplinary Expulsion
- G. Outcome letters will be sent to the student by the Student Conduct Officer. If the student does not agree with the finding or sanction, they may request an appeal. Appeals will be handled per Section IV of this procedure.
- H. Students found responsible for an academic misconduct violation may not drop or withdraw from the class. In certain cases, a student may submit a drop or withdraw request via the Student Conduct Officer who will then convene an Academic Integrity Committee for a decision. Their decision is final.
- I. The Student Conduct process does not supersede but is parallel to the academic misconduct process. Sanctions from either process are generally separate.

IV. Academic Misconduct Appeals

- A. A student who does not agree with the finding or sanction in an alleged academic misconduct violation may request an appeal within five business days of receipt of the finding letter. A student may request an appeal based on the following reasons:
1. The student believes that the finding was in error.
 2. The student feels that the sanction is not appropriate to the violation.
 3. The student feels there was a procedural error, including conflict of interest or bias.
- B. When the request for an appeal is received by the Student Conduct Officer (who will verify the appeal meets the criteria above), the Student Conduct Officer will convene an ad hoc Academic Integrity Committee (AIC) which consists of one faculty, one staff, and one student. The reporting faculty member will be notified that the student has appealed the academic sanction and will have the opportunity to provide a written response. The AIC will review the case file. Their decision will be deemed final.
- C. In cases where the recommendation is removal from the class, removal from the college (suspension or expulsion), and/or removal from the academic program, the Chief Academic Officer will receive a recommendation from the AIC and make a final determination.

RESPONSIBILITY:

The Chief Student Success Officer, in conjunction with the Vice President / Chief Academic Officer, is responsible for implementing and updating this procedure.

NEXT REVIEW DATE: 2024-2025
DATE OF ADOPTION: 4/21/2020 by CC
DATE(S) OF REVISION: 4/1/2024 by CC
DATE(S) OF PRIOR REVIEW: