

ISP 190P

Academic Honesty Procedure

PURPOSE

States procedures for instructors to follow when violations of academic honesty occur.

SUMMARY

Academic honesty is defined by the expectations that students will generate work that is representative of their own personal abilities and original thinking. All students are expected to perform their academic work ethically and without plagiarism, cheating, unsanctioned use of Artificial Intelligence (AI) programs, or other dishonest behaviors.

Plagiarism occurs when a student submits someone else's work, work written for a previous class, or work generated by AI as their own, or when a student fails to credit words, works or ideas borrowed from another source. This may be intentional or accidental.

Cheating occurs when a student uses unauthorized notes to complete an exam, takes an examination for another student, copies answers from other students' examinations, or engages in similar conduct that falsely represents their academic capabilities. Students who knowingly provide material to another student in order to falsely represent their academic capabilities are also subject to the provisions of this standard.

Unsanctioned use of an AI program to generate ideas, answers, or content is a false representation of a student's abilities and thoughts. Instructors should provide clear expectations about when such tools are acceptable and when they will be considered a form of cheating.

PROCEDURE

1. The instructor is solely responsible for the academic consequences of academic dishonesty in their courses. The instructor may:
 - a. Require that the assignment be redone;
 - b. Issue a failing grade for the assignment on which the cheating or plagiarism occurred;
 - c. Issue the student a failing grade for the class; and/or
 - d. Initiate a student conduct and discipline process.
2. When an instructor determines that a student has not behaved with academic honesty, the student will be notified. When possible, a notification should provide an opportunity for learning rather than immediate punishment. The notification should inform the student of the criteria by which academic dishonesty was determined, the consequences of this action for the student's progress in the course, and (when appropriate), the follow-up actions an instructor wishes the student to take to demonstrate their authentic skills (e.g. a revision, a reflection, or a new assignment). If

the infraction will have major consequences to a student's overall class grade, the notification should be in writing.

- a. Instructors should be aware of resources that are available to students, both as opportunities for further learning and as potential recourse in the case of a disputed allegation. These resources include the Writing Center, Advising, the [Problem Resolution Form](#), and [ISP 281 Grade Appeal Policy](#).
3. For any violations of academic honesty, an instructor may choose to fill out the [Academic Honesty Referral \(AHR\)](#) form. This form is intended as an educational support tool, not a punishment. When academic dishonesty is an ongoing and harmful pattern in a student's academic career, they are not benefiting from their education. Students should be notified when an instructor fills out the AHR form for any of these purposes. The AHR form has three functions:
 - a. To maintain records (e.g. instructor explanations, syllabi, copies of communication with the student, scans of fraudulent tests, essays with plagiarized material highlighted and the unattributed source identified, samples of past student writing or drafts dramatically inconsistent with the quality of a later assignment, or other supporting documentation) in case of future grade appeals (see [ISP 181 Related Instruction Policy](#));
 - b. To alert the Coordinates, Assesses, Responds, Engages (CARE) team that action may be necessary in the case of future or concurrent incidents involving this same student; and/or
 - c. To replace the [Student of Concern Form](#) if an instructor wishes to initiate the [Student Conduct and Disciplinary Policy](#) as a result of the student's egregious infraction against academic honesty.
4. If the CARE team determines that a conduct review is appropriate, they will follow the disciplinary process as outlined in the [Student Code of Conduct](#). Students may appeal their conduct decisions using [Disciplinary Appeal Form](#) located on the CCC website.
 - a. In the case of a conduct review, whether immediately after an infraction or as a result of future infractions, the CARE team may contact past instructors for information in addition to the AHR form. Associate faculty will be compensated for their time according to their contracts or MOAs.
5. For additional resources for designing courses, assignments and activities to promote academic honesty, as well as ways to approach violations as opportunities for learning, instructors can consult the folder from the Center for Teaching and Learning called [Academic Honesty Resources for Instructors](#).

REVIEW HISTORY

ISP Committee	Adopted	January 12, 2024
Presidents' Council	Reviewed	January 9, 2024
College Council	Reviewed	November 3, 2023