

Academic Integrity

1. Policy

Learning is built on the fundamental qualities of honesty, fairness, respect and trust. At Oregon Coast Community College, academic integrity is a shared endeavor characterized by truth, personal responsibility, and high academic standards. Any violation of academic integrity devalues the individual and the community as a whole. One important aspect of academic integrity is academic honesty. Violations of academic honesty include: Plagiarism, Collusion/Inappropriate Assistance, Cheating, Fabrication/Falsification/Alteration, Unauthorized Multiple Submission, Sabotage, and Tampering. A student who violates academic honesty will be subject to disciplinary action according to Student Rights and Responsibilities.

2. Definitions

Violations of academic honesty may include:

Plagiarism:

Presenting someone else's words, ideas, artistry, product, or data as one's own. Presenting as new and original an idea or product derived from an existing source.

Collusion/Inappropriate Assistance:

Helping another commit an act of academic dishonesty. Knowingly or negligently allowing work to be used by others. It is a violation of Oregon state law to create and offer to sell part or all of an educational assignment to another person (ORS 1.65.114).

Cheating:

An act of deceit, fraud, distortion of truth, or Improper use of another person's effort to obtain an educational advantage. Includes, but is not limited to, unauthorized access to examination materials prior to the examination.

3. Procedures of Academic Integrity Inquiry Process

Action/Steps by Faculty:

The faculty member observing or investigating an apparent violation of academic honesty meets with the student and shares the Oregon Coast Community College Academic Integrity Policy and Procedures. The faculty member explains to the student the procedures and penalties for violation of academic honesty, and provides the student an opportunity to explain the incident.

If, after initial investigation and conference with the student, the faculty member resolves the issue informally with the student and determines that there was no violation of academic honesty, the process is concluded and there is no need to complete the Academic Integrity Concern Form. If, after initial investigation and conference with the student, the faculty member finds that there has been some violation of academic honesty, the violation is documented, using the Academic Integrity Concern Form.

After the alleged act of academic dishonesty, the faculty member collects evidence by assembling all relevant documentary evidence and creating a paper trail of all that occurs. Often the evidence will include various samples of the student's work showing a radical disparity in style or ability.

If the faculty member finds the student to have been dishonest, the faculty member may resolve the matter by determining an appropriate course of action, which may include an oral or written warning; or a grade of "F" or zero on an assignment, project, or examination; or a lower grade or grade of "F" or "No Pass" for the course. The completed Academic Integrity Concern Form is submitted to the Vice President Academic Affairs.

In the event the faculty member's investigation is pending at the time course grades are due, the faculty member may elect to submit a mark of "I" (Incomplete), with the student informed in writing by the faculty the reason for the investigation and the incomplete mark via the Academic Integrity Concern form.

4. Consequences for Violations of Academic Honesty

Involvement of the Vice President Academic Affairs:

If the accused student contests the faculty member's decision, a meeting with the Vice President Academic Affairs may be requested.

If the faculty member wishes to assign a grade of "F" or "No Pass" for the course, or initiate further disciplinary action (e.g., place the student on program-based academic probation), the student is entitled to a meeting with the Vice President Academic Affairs for the purpose of further inquiry into the incident.

Within ten (10) working days of receiving the Academic Integrity Concern Form, the Vice President Academic Affairs coordinates a meeting between all parties regarding the alleged incident of academic dishonesty.

Official notification of this meeting should be in writing. The purpose of the meeting is for the student to hear the charges and present his/her side of the case. The Vice President Academic Affairs will consider any evidence submitted within seven (7) days of the meeting, and interview persons as warranted. They determine if the action recommended by the faculty member is appropriate. If the student misses the meeting, the faculty member and the Vice President Academic Affairs may proceed with the process to completion.

Within five (5) working days of the meeting, the Vice President Academic Affairs sends written notification of the results of the inquiry to the student and faculty member. The decision of the Vice President Academic Affairs is final. Further consequences may be imposed by them in cases of grievous violations of academic honesty or for a continued pattern of violations.