

ACADEMIC HONESTY

Prevention/Philosophy

As members of a community of people seeking to foster growth through education, Chemeketa students are expected to act in a manner that promotes the college's mission, vision and values. In addition, choosing to join the college community obligates each member to adhere to the College's Community Standards, which includes Academic Honesty and Personal Integrity.

All faculty, staff, and administrators can aid in creating a culture of academic integrity by sharing their commitment to these values with students. Faculty are encouraged to share the value of academic integrity and the importance of trust and respect on the syllabus for each course they teach. To assist students in choosing ethical behavior, faculty can remind students before major assignments and exams about Chemeketa's commitment to maintaining a culture of honesty. Continuing college-wide professional development and active student involvement in academic integrity initiatives create awareness and support for Chemeketa's culture of integrity.

Action/Steps by Faculty

1. If a **faculty member** suspects a violation of the Chemeketa Community College Academic Honesty Policy, the **faculty member** shall collect evidence documenting the alleged act of academic dishonesty. The evidence may include various samples of the student's work, SafeAssign results, and copies of resources used but not cited.
2. The **faculty member** observing or investigating an apparent violation of academic honesty meets with the student whenever possible and shares the Chemeketa Community College Academic Honesty Policy and guidelines. The **faculty member** explains to the student the procedures and penalties for violation of academic honesty.
3. The **faculty member** provides the student an opportunity to explain the incident.
4. If, after initial investigation, the **faculty member** determines that there was no violation of academic honesty, the process is concluded and no further action is required.
5. If, after initial investigation, the **faculty member** reasonably believes that there has been some violation of academic honesty, the **faculty member** will determine an appropriate course of action, which may include:
 - a) Oral or written disciplinary admonition and warning
 - b) Temporary exclusion from class, lab, clinical not to exceed one class session
 - c) A grade of "F" or a zero for the assignment, project, or examination
 - d) A lower grade or grade of "F" or "No Pass" for the course (which overrides a student's ability to withdraw from the course)
 - e) Requirement to complete an Academic Integrity Seminar (online or in person)
 - f) Requirement to meet with the **Academic Integrity Coordinator**
 - g) Referral to support services such as Tutoring and/or Peer Mentoring

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6. The violation is documented using the online Academic Honesty Concern Report form. All supporting documentation should be submitted with the Concern Report form.
7. If the **faculty member** suspects, but has no documenting proof of a student's violations of the Academic Honesty policy, the **faculty member** is still encouraged to document the suspected incident using the online Academic Honesty Concern Report form as a Potential Concern. If repeated reports of suspected Academic Honesty violations are reported, the student will be referred to the **Academic Integrity Coordinator**.
8. Upon submission of the online Academic Honesty Concern Report form and supporting documentation, it is automatically routed to the office of the **Executive Dean of Students** and the appropriate **Academic Dean or Director**.
9. If the sanction includes an "F" or "No Pass" for the course, the student is prohibited from dropping the course. When an Academic Honesty Concern Report is received with this sanction, the office of the **Executive Dean of Students** will place a temporary "HOLD" on the student's account preventing the student from dropping the course to avoid being awarded an "F" or "No Pass". If for any reason the student is able to drop the course, they will be administratively added back into the course and the grade of "F" or "No Pass" will be reflected on the transcript.

Action/Steps by Executive Dean of Students

1. **Executive Dean of Students** or their representative will review the Academic Honesty Concern Report form within one week of receipt
2. A copy of the report will be sent to the student via email with a letter of explanation and the student's rights to appeal within 10 business days of receiving the report. The **faculty member** and **Academic Dean or Director** will be copied on this communication.
3. A copy will remain on file in the **Executive Dean of Student's** office for two years. If no further violations of academic honesty are reported, the file will become inactive.
4. After a second violation of Academic Honesty, a HOLD will be placed on the student's account and the student will be required to meet with the **Executive Dean of Students**.
5. Additional sanctions may be imposed by the **Executive Dean of Students** in cases of grievous violations of academic honesty, or for a continued pattern of violations.

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Appeal Process

1. If the accused student contests the **faculty member's** decision, he/she may request a meeting with the **Academic Department Dean or Director** within 30 days of receiving notification of the Academic Honesty Concern Report.
2. Within 10 business days of receiving the student request for a meeting, the **Academic Department Dean or Director** will coordinate a meeting (or a conference call if necessary) regarding the alleged incident of academic dishonesty. Official notification of this meeting should be in writing via email to the student's MyChemeketa email address. The purpose of the meeting is for the student to hear the charges and present his/her side of the case. The **Academic Department Dean or Director** will consider any evidence submitted and interview persons as warranted. The **Academic Department Dean or Director** determines if the action recommended by the **faculty member** is appropriate. If the student misses the meeting, the **faculty member** and **Academic Department Dean or Director** may proceed with the process to completion.
3. Within ten business days of the meeting, the **Academic Department Dean or Director** will send written notification of the results of the appeal to the student, and **faculty member** via email.
4. The decision of the **Academic Department Dean or Director** is final. There is no appeal beyond this point.

Consequences/Sanctions for Violations of Academic Honesty

1. If a student is found in violation of academic honesty, any one or a combination of the following consequences may be imposed by the **faculty member**:
 - a) Oral or written disciplinary admonition and warning
 - b) Temporary exclusion from class, lab, clinical not to exceed one class session
 - c) A grade of "F" or a zero for the assignment, project, or examination
 - d) A lower grade of grade of "F" or "No Pass" for the course (which overrides a student's ability to withdraw from the course)
 - e) Requirement to complete the Academic Integrity Seminar (online or in person)
 - f) Requirement to meet with the **Academic Integrity Coordinator**
 - g) Referral to support services such as Tutoring and/or Peer Mentoring

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2. The following consequence may be imposed by the **Academic Department Dean or Director**:
 - a) Program-based academic probation
 - b) Oral or written disciplinary admonition and warning
 - c) Temporary exclusion from class, lab, clinical not to exceed one class session
 - d) Requirement to complete an Academic Honesty Seminar (online or in person)
 - e) Requirement to meet with the **Academic Integrity Coordinator**
 - f) Referral to support services such as Tutoring and/or Peer Mentoring
 - g) Removal from Academic Program

3. The following consequences may be imposed by the **Executive Dean of Students** in cases of grievous acts of dishonesty or for a continued pattern of dishonesty:
 - a) Disciplinary admonition and warning
 - b) Temporary exclusion from class, lab, clinical not to exceed one class session
 - c) Requirement to complete an Academic Integrity Seminar (online or in person)
 - d) Requirement to meet with the **Academic Integrity Coordinator**
 - e) Referral to support services such as Tutoring and/or Peer Mentoring
 - f) 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
 - g) Suspension from Chemeketa Community College for a definite period of time
 - h) Expulsion from Chemeketa Community College

Some limited enrollment areas have program-specific student handbooks, and in these handbooks there may be further explanation of their unique policies and consequences. In some limited enrollment programs, an Academic Honesty Concern Report may result in the student's removal from the program.

April 6, 2004

Adopted College Council
June 7, 2006; June 16, 2017

Revised

June 16, 2017

Revised by College Executive Administration