

SIERRA COLLEGE

ADMINISTRATIVE PROCEDURE

No. AP5515

Honesty in Academic Work

Date Adopted: 7/12/1994

Date Revised: 2/20/2009

Date Reviewed: 2/20/2009

References: Education Code, Section 76224

Following are examples of behavior deemed to be dishonest:

- Representing as your own, work that was borrowed, purchased, written, or obtained in any other manner from another student or any other sources.

All work accomplished to meet course requirements must be the student's own original work in oral and written examinations, class projects, lab data, oral presentations, visual media and other assignments.

Group projects must represent the original work of the group; each instructor is free to establish the guidelines for collaborative assignments.

- Plagiarism, which is knowingly present borrowed wording, ideas, opinions, visual media (photos, videos, etc.) or data as if it were one's own original creation, must under all circumstances be avoided.

In papers based on research, plagiarism can be avoided by clearly acknowledging the sources of all information that is not original. The source of quotations and paraphrases must be acknowledged in footnotes, endnotes, or internal citations and/or in a bibliography/list of works cited in a form or style appropriate to the discipline.

Following are examples of cheating:

- Any type of assistance, oral, visual or written, given by one student to another during a project or examination without the approval of the instructor.
- Fabricating information or sources.

- Using forbidden notes or other sources of information on examinations.
- Altering a grade or interfering with the grading procedures in any course.
- Allowing someone other than the officially enrolled student to represent the same.
- Forging attendance documents or other records.
- Stealing copyrighted computer software.
- Submitting purchased, commercially prepared papers.
- Use of any electronic device (calculator, tape recorder, or computer) during an examination unless permitted by the instructor.

An instructor may choose any one or more of the following steps when a student has engaged in behavior that is deemed to be dishonest:

- Confront the student or students and give counsel regarding the unacceptable nature of the offense.
- Reassign the research paper, project, exam, or assignment for reevaluation including the possibility of a lower grade on that assignment as a consequence for the dishonesty.
- Designate a failing grade or a zero for the assignment, project, exam, or paper.
- Refer the student or students to the Disciplinary Officer for the consideration of additional and more severe consequences, including the possibility of suspension or expulsion from the College. (See Sierra College Board Policy 5500)

See Board Policies 4220, 5500, and 5515 and Administrative Procedure 5500.