

Sierra College

ADMINISTRATIVE PROCEDURE

AP 5515

Honesty in Academic Work

Date Adopted:	7/12/1994
Date Revised:	9/9/2022
Date Reviewed:	9/9/2022
References:	Education Code, Section 76224; Title 5 Section 55002(a)(2)(A)

Academic honesty and integrity are essential to success in college. Sierra College expects that students, as well as faculty, will observe the principles of ethical conduct in their treatment of fellow members of the academic community and in their accomplishment of academic work. Students are responsible for familiarizing themselves with these principles as they pertain to each course in which they enroll. When completing assignments, students should be careful to follow the principles of ethical conduct. Students who are uncertain about the ethics involved in particular courses or assignments should make it a point to talk with instructors. Proven misconduct or violation of these principles will be disciplined as set forth in this policy.

- I. The following guidelines define and explain academic dishonesty:
 - A. It is academically dishonest to represent as your own work, work that was borrowed, purchased, written, or obtained in any other manner from another student or any other sources.
 - B. 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, online work, and other assignments.
 - C. Group projects must represent the original work of the group; each instructor is free to establish the guidelines for collaborative assignments.
 - D. Plagiarism is to knowingly present borrowed wording, ideas, opinions, visual media (photos, videos, etc.) or data as if it were one's own original creation.

- II. Following are examples of cheating:

- A. 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.
 - B. Fabricating information or sources.
 - C. Using forbidden notes or other sources of information on examinations.
 - D. Altering a grade or interfering with the grading procedures in any course.
 - E. Allowing someone other than the enrolled student to pose as the enrolled student.
 - F. Forging attendance documents or other records.
 - G. Stealing copyrighted computer software.
 - H. Submitting purchased, commercially prepared papers.
 - I. Use of any electronic device (calculator, tape recorder, or computer) during an examination unless permitted by the instructor.
 - J. Presenting as one's own work that was borrowed, purchased, written or obtained in any other manner from another student or any other sources.
 - K. Knowingly present borrowed wording, ideas, opinions, visual media (photos, videos, etc.) or data as if it were one's own original creation.
- III. If an instructor believes a student may have engaged in behavior that is dishonest, the instructor shall first discuss the behavior and the importance of academic honesty with the student(s) to determine if there indeed was academic dishonesty and whether further action is needed. After this conversation, the instructor may choose any one or more of the following steps:
- A. 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.
 - B. Designate a failing grade or a zero for the assignment, project, exam, or paper.
 - C. Refer the student or students to the Conduct 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). Before referring a student to the Conduct Officer, faculty should talk to their Area Educational Administrator (AEA).

See Board Policies 4220, 5500, and 5515 and Administrative Procedure 5520