

**SHORELINE COMMUNITY COLLEGE  
DISTRICT NUMBER SEVEN  
BOARD OF TRUSTEES  
REGULAR MEETING OF OCTOBER 25, 2017**

**TAB 3B**

**FIRST READING**

**Subject: College Policies &/or Rules – Recommended for Elimination**

**Background**

As Shoreline continues to review and update policies, certain policies have been identified as no longer applicable to the operation of the College.

**Recommendation**

The following policies were recommended for elimination by the appropriate College administrative and/or governance bodies and approved for elimination by the Executive Team during the policy review process:

- Policy 5033 – Dishonesty in Academics

**To Follow**

- Policy 5033 – Dishonesty in Academics

Prepared by: Cheryl Roberts, President  
Veronica Zura, Director of Human Resources  
Shoreline Community College  
October 19, 2017



**POLICY 5033**

**DISHONESTY IN ACADEMICS**

**POLICY**

Shoreline Community College is dedicated to providing an excellent learning environment for all students. In accord with this, we strive to create an atmosphere of the highest academic standards, and each student is expected to exhibit academic integrity. Shoreline Community College reserves the right to take disciplinary action for any form of academic dishonesty, such as cheating or plagiarism.

Approved by:  
Board of Trustees ..... 10/20/00  
Revisions reviewed and recommended by:  
College Council. .... 10/07/14  
Revisions approved by:  
Executive Leadership Team ..... 10/21/14

The President hereby revises Policy 5033.

Shoreline Community College

By: \_\_\_\_\_

A handwritten signature in black ink, appearing to read "Cheryl Roberts", is written over a horizontal line. Below the line, the word "President" is printed.

President

Date: January 5, 2015

## DISHONESTY IN ACADEMICS

### PROCEDURAL GUIDELINES

#### 1. Purpose

The purpose of the procedure is two-fold:

- a. to define academic dishonesty, and
- b. to provide a process for reporting and/or implementing penalties when academic dishonesty occurs.

#### 2. Definitions

- a. Academic dishonesty occurs when a student provides or receives unauthorized academic benefits not earned through his/her own efforts by cheating or plagiarizing.
- b. Cheating includes, but is not limited to doing another student's work for him or her, copying another's work on an exam, preparing for an exam by using test questions from a stolen exam, accessing unauthorized materials, or turning in another person's work as one's own. Other examples include the use of unauthorized materials, unapproved collaboration, falsification of research, scientific misconduct, multiple submissions of the same work without the instructor's knowledge, or sabotage of the work of others.
- c. Plagiarism occurs when one intentionally or unintentionally represents someone else's words, or ideas or any form of artistic or intellectual expression as one's own. Plagiarism includes but is not limited to: quoting, paraphrasing, or summarizing portions of another's work from a published, unpublished or electronic source without documenting or acknowledging that source; using assignments from previous classes (the student's or someone else's) without the permission of the instructor; receiving extraordinary help from someone while writing or revising a paper without informing the instructor or the audience of the extent of the assistance; or acquiring through purchase or any other means whole or partial papers written by others and submitting them as one's original work.

Unintentional plagiarism and intentional plagiarism are often assessed differently in terms of the resulting consequences. It is up to the instructor to determine if the plagiarism is intentional or not and to determine the

## DISHONESTY IN ACADEMICS

consequences accordingly within the guidelines provided in the plagiarism policy written in the syllabus for the class.

- d. Plagiarism and cheating in online classes includes copying material off the internet during an online test and presenting it as one's own work; copying another student's answers and presenting them as one's own work; and sharing questions and answers with another student while taking an online test.

### 3. Consequences of Academic Dishonesty

Consequences of any breach of academic integrity shall be clearly defined in a course syllabus and may include withholding of credit, lowering of grade, and/or failure (0.0) for the assignment and/or course, or lesser sanctions, such as completing a tutorial on plagiarism ([http://www.clark.edu/Library/iris/use/use\\_home.shtml](http://www.clark.edu/Library/iris/use/use_home.shtml)) or cheating. If a student plagiarizes and/or cheats three times or more, he/she will be called in or contacted directly by the Dean of Students or designee for additional disciplinary actions up to and including dismissal from the college.

### 4. Procedure

- a. Upon discovery of material facts of an alleged violation of academic dishonesty, the instructor will inform the student within five instructional days of discovery. The instructor will present the assertion of dishonesty and a plan of corrective action or a statement of consequences to the student. If there is an agreement, no further action is necessary. It is recommended that the instructor file a record of each academic integrity violation as described in Step 4d. If such a report is filed, the student will be told by the instructor that the Dean of Students will be notified of this breach of academic integrity.
- b. If an agreement is not reached as a result of Step 4a, for example, in the event that the student disputes the alleged violation of academic integrity, the plan of corrective action or the statement of consequences, a meeting of the instructor, student and the division dean or his/her designee will be scheduled within three instructional days. The division dean or his/her designee will act as mediator.
- c. If an agreement is not reached as a result of Step 4b, the matter may be pursued no later than the end of the next regular academic quarter, excluding Summer quarter, under Policy 5030 (Student Conduct and Discipline). The student shall be advised in writing of his/her right to challenge the grade sanction and the time constraints for filing such a challenge. (See Policy 5035 under Student Grievance Procedures – Academic Evaluation).

**DISHONESTY IN ACADEMICS**

- d. In cases of academic dishonesty where the penalty includes failure of the course, the instructor must file a record with the Dean of Students using the approved form. When the report is filed, the student will be told by the instructor that the Dean of Students has been notified of this breach of academic integrity. This information can then be monitored for multiple violations. Upon discovery of three violations of academic dishonesty, the Dean of Students will request a meeting with the student to review these multiple violations. This process can lead to additional disciplinary action(s) including suspension and expulsion.

Approved by:  
President's Staff ..... 10/09/00  
Revisions reviewed and recommended by:  
College Council .....10/07/14  
Revisions reviewed and recommended by:  
Executive Leadership Team.....10/21/14  
Revisions approved by:  
President ..... 01/05/15

**DISHONESTY IN ACADEMICS**

**Shoreline Community College**

**PLAGIARISM & CHEATING REPORTING FORM**

*This form may be completed and submitted to the Dean of Students for cases of plagiarism and cheating, with a copy sent to the student. Please attach all relevant information, including the course syllabus.*

Quarter and Year of Violation: \_\_\_\_\_

Name of Student: \_\_\_\_\_

Student identification number \_\_\_\_\_

Section Number & Name of Course: \_\_\_\_\_

Description of Violation:

*On a separate sheet of paper please provide the relevant factual information, including, but not limited to:*

- *Specific violation and date;*
- *Specific project, exam, or paper involved;*
- *Your reasons for determining that the work is plagiarized;*
- *Student response (e-mail correspondence), if any;*
- *Anything else you feel relevant to the case.*

Is there supporting documentation to substantiate the violation? \_\_\_ Yes \_\_\_ No

*If yes, please attach.*

Consequence of Violation:

\_\_\_ Failure for the Course

\_\_\_ Failure for the Assignment

\_\_\_ Other (please explain): \_\_\_\_\_

Has the student been informed of the violation?

\_\_\_ Yes, I have had a conversation with the student (Date: \_\_\_\_\_)

\_\_\_ Yes, I have had an email exchange with the student.

\_\_\_ Yes, I sent the student an email.

\_\_\_ No. (Please explain):

\_\_\_ The student has already left for the quarter.

\_\_\_ Other reason: \_\_\_\_\_

Instructor's Signature Date

Department/Division

\_\_\_\_\_