CHEATING, PLAGIARISM, COLLUSION AND FABRICATION

Code of Academic Integrity and Honesty
Integrity is one of the core values at San Jacinto College. As such, students are expected to exhibit honesty, integrity, high standards, and freedom from lies and fraud in their academic work. Personal integrity is important in all aspects of life and students must conduct themselves in an ethical manner both in and out of the classroom. Incidents of academic dishonesty will not be tolerated and students guilty of such conduct are subject to disciplinary consequences.

Cheating, Plagiarism, Collusion and Fabrication Procedure
The following institutional guidelines concern cheating, plagiarism, collusion, and fabrication are provided for the information of all students enrolled in any course offered by San Jacinto College. Gaining knowledge and practicing honesty go hand in hand. The importance of knowledge properly gained is reinforced by the grading system, therefore, honesty fully practiced is emphasized by rules against cheating, plagiarism, collusion, and fabrication. Any act of cheating, plagiarism, collusion, or fabrication in any degree subjects a student to the disciplinary procedures listed below.

Cheating
Students are expected to be completely honest in all phases of their work and must adhere to the guidelines provided by their faculty members for completing academic work.

Cheating includes, but is not limited to, the following:
- dishonesty of any kind on examinations, assignments, or program requirements,
- unauthorized possession of examinations or unapproved notes or sources at any time, whether used or not,
- copying or obtaining information from another student during an examination or performance of a lab skill or competency,
- claiming as their own work any portion of academic work that was completed by another student,
- using materials not approved by their faculty member when completing an assignment or exam,
- presenting the same work for more than one course without obtaining approval from the course faculty member,
- alteration or falsification of course or academic records, and
- unauthorized entry into or presence in any office.

Plagiarism
Documenting the use of others’ work is important because it recognizes the original author’s effort, establishes the student writer’s credibility and supports the audience’s future research. Plagiarism is offering the work of another as one’s own, intentionally or unintentionally, without proper acknowledgment. Students who fail to give appropriate credit for ideas or material they take from another, whether a fellow student or a resource writer, are guilty of plagiarism (i.e., stealing the words or ideas of another).

The College may contract with companies or organizations that provide plagiarism-detection services. Such companies may receive students’ work for the purpose of comparing the students’ work with a reference database. Students enrolling at San Jacinto College agree as a condition of their enrollment that their work may be submitted to such companies for the purpose of plagiarism detection and that the company may retain a copy of the work for plagiarism-detection purposes. Such companies will not copy, use, or distribute the students’ work.

Plagiarism includes, but is not limited to, the following:
- using the ideas and or words of another person, without giving that person appropriate credit,
- representing another’s artistic or scholarly works (i.e., musical compositions, computer programs, photographs, paintings, drawings, sculptures, etc.) as your own,
- submitting a paper purchased in whole or in part from another person or other sources, including the internet,
- copying computer programs or data files belonging to someone else, and
- using undocumented Web sources.

Collusion
Learning is an active process for all students; completion and submission of original work is essential to the learning process. Collusion is unauthorized collaboration in preparing any work offered for credit. Therefore, students should take reasonable precautions to protect their work from being compromised.

Collusion includes, but is not limited to, the following:
- knowingly using, buying, selling, stealing, sharing, transporting or soliciting, in whole or in part, any information or materials to be submitted as a student’s own work,
- impersonating another student for the purpose of taking a course, any academic work, or exam,
- providing unauthorized access to course materials, and
- agreeing with one or more persons to commit any act of academic dishonesty.

Fabrication
Fabrication is all experimental data, observations, interviews, statistical surveys, and other information collected and reported as academic work not authenticated.

Fabrication includes, but is not limited to, the following:
- falsifying the results obtained from research or laboratory experiments,
- presenting results of research or laboratory experiments without the research or laboratory experiments being performed, and
- changing answers or grades after an academic work has been returned to the student.

Responding to Violations
Faculty have the responsibility to initiate disciplinary action in response to violations of the rules regarding academic honesty. A faculty member is responsible for investigating these violations which includes, but is not
limited to, collection of any evidence of cheating at the time it occurs and
discussions with the student and witnesses. A student may not withdraw
from the course during the investigation of an incident of academic
dishonesty or when a course grade of F has been imposed. A record will
be kept of any imposed penalty or disciplinary action. These violations of
academic dishonesty are also communicated with respective department
chairs/program directors and deans.

Penalties
If, in the judgment of the faculty member, cheating, plagiarism, collusion,
or fabrication has occurred, he or she may assess one of the following
penalties:

- failure of the assignment by the faculty member
- require student to redo test or assignment
- reduced grade on the assignment by the faculty member
- failure of the course; the student may appeal the grade through
  the Grade Appeal process (see Complaint Procedure 100 found in the
  Catalog or Student Handbook)
- recommendation for suspension from the College or dismissal from a
  program, which is submitted to the Provost
- other

The faculty member will notify the student of his or her decision
concerning the student's grade. Other disciplinary action may be
recommended by the College if code of student conduct violations
have occurred. If a student will not meet with the faculty member or
if notification cannot take place because of a student's unavailability,
failure to respond, or incorrect contact information, the process proceeds
as specified. Should the faculty member recommend suspension or
dismissal of the student, the Provost has the responsibility and authority
to determine whether the student will be suspended or dismissed.

The faculty member will prepare an online Academic Dishonesty
Incident Report for the Provost, the Dean, Department Chair and/or
Program Director. The report indicates the nature of the incident, student
identifying information, and the proposed penalty. The Department
Chair will generate a decision letter to the student that will include the
proposed penalty and the student's appeal rights.

Appeals
A student may appeal a proposed penalty made by a faculty member. The
student shall initiate the appeal process within five (5) days following the
communication of the proposed penalty. The procedures for appealing a
proposed penalty are:

- Student meeting with Academic Dishonesty Appeals Committee:
  Within five (5) working days after receiving written notification of
  the proposed penalty via email (or first-class mail when necessary),
  a student may request a hearing before an Academic Dishonesty
  Appeals Committee. The student must submit a written request
directly to the respective Campus Provost either via email or with a
  mailed letter. A first-class letter will be deemed to have been received
  on the third day after the date of mailing, excluding any intervening
  Sunday or federal holiday. An email will be deemed to have been
  received on the second day after the sending of the message.
  - The committee will consist of one full-time faculty member to be
    named by the student, one full-time faculty member to be named by
    the faculty member, and one full-time faculty member to be named
    by the Provost. The Provost will request that the student and faculty
    member submit the name of their nominees within five (5) working
days after notification of all parties involved. Upon receiving the
names of those nominees, and appointing a third faculty member to
the committee, the Provost will set the time, date, and place of the
closed hearing and notify all parties. This will be done within five (5)
working days after having received the names of both nominees. A
student may present written evidence relevant to the appeal and may
also be accompanied by an advisor. The student’s advisor may attend
the appeal meeting and confer with the student but may not cross-
examine other participants. The student may have a maximum of two
(2) persons (faculty member and advisor) in the room at the appeal
committee meeting. Furthermore, an advisor may not be a witness in
the matter.
- The Academic Dishonesty Appeals Committee may request
  information from the faculty member, student, and/or other persons
  familiar with the matter. The College retains the right to have legal
counsel present at the appeal meeting but the attorney may not
cross-examine other participants.
- In the event that a student is a qualified person with a disability
  under federal law and is unable to represent himself or herself at
  the appeal meeting because of his or her disability, the College,
as a reasonable accommodation to the student, will permit the
  student to be represented by an advisor at the meeting. If the
  student is represented by legal counsel, then the College also may be
  represented by legal counsel.
- Within five (5) working days after the appeal meeting, the Provost
  will notify the student and the faculty member in writing of the
  committee's findings regarding the approval or denial of the appeal.
The decision of the Academic Dishonesty Appeals Committee is final.

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