



# **ADMINISTRATIVE** **PROCEDURE**

**5550**

**DESERT COMMUNITY COLLEGE DISTRICT**

## **ACADEMIC INTEGRITY**

College of the Desert is devoted to maintaining an honest academic environment and upholding integrity as a core value. Members of the College of the Desert community share the responsibility to challenge and report acts of academic dishonesty. Students are expected to act in an honest and trustworthy manner. Work performed on examinations or other forms of evaluation must represent an individual's own work, knowledge, and experience of the subject matter. Students are expected to follow the classroom rules established by each instructor. Academic dishonesty will not be tolerated. Appropriate action, including discipline up to and including expulsion, shall be taken consistent with due process.

The purpose of this procedure is to provide a prompt and equitable means to address violations of the Desert Community College District Standards of Academic Integrity which guarantees to the student or students involved the due process rights guaranteed them by state and federal constitutional protections. This procedure will be used in a fair and equitable manner, and not for the purposes of retaliation. It is not intended to substitute for criminal or civil proceedings which may be initiated by other agencies.

These administrative procedures are not intended to infringe in any way on the rights of students to engage in free expression as protected by the state and federal constitutions, and by Education Code Section 76120, and it will not be used to punish expression that is protected.

### **Definitions**

1. **District**: The Desert Community College District
2. **Student**: Any person currently enrolled as a student at any college or in any program offered by the District.
3. **College Superintendent/President**: The chief administrative officer, or that person's designee, of the college or program in which a student subject to discipline is enrolled.
4. **Board of Trustees**: The governing board of the District.
5. **Instructor**: Any academic employee of the District in whose class a student subject to discipline is enrolled, or counselor who is providing or has provided services to the student, or any academic employee who has responsibility for the student's educational program.

6. Cheating: Cheating is the use of any unauthorized materials or information in academic work, records, or programs; the intentional failure to follow express directives in academic work, records, or programs; and/or assisting others to do the same.
7. Plagiarism: Plagiarism is any conduct in academic work or programs involving misrepresentation of someone else's words, ideas, or data as one's original work.

Cheating is the use of any unauthorized materials or information in academic work, records, or programs; the intentional failure to follow express directives in academic work, records, or programs; and/or assisting others to do the same including, but not limited to, the following:

- Knowingly procuring, providing, or accepting unauthorized examination materials or study aids.
- Completing, in part or in total, any examination or assignment for another person.
- Knowingly allowing any examination or assignment to be completed, in part or in total, for himself or herself by another (e.g., take-home exams or online assignments which have been completed by someone other than the student).
- Copying from another student's test, paper, lab report, or other academic assignment.
- Copying another student's test answers.
- Copying, or allowing another student to copy, a computer file that contains another student's assignment, homework lab reports, or computer programs and submitting it, in part or in its entirety, as one's own.
- Using unauthorized sources of information such as crib sheets, answers stored in a calculator, or unauthorized electronic devices.
- Storing answers in electronic devices and allowing other students to use the information without the consent of the instructor.
- Employing aids excluded by the instructor in undertaking coursework.
- Looking at another student's exam during a test.
- Using texts or other reference materials (including dictionaries) when not authorized to do so.
- Knowingly gaining access to unauthorized data.
- Altering graded class assignments or examinations and then resubmitting them for regrading or reconsideration without the knowledge and consent of the instructor.

Plagiarism is any conduct in academic work or programs involving misrepresentation of someone else's words, ideas, or data as one's original work including, but not limited to, the following:

- Intentionally representing as one's own work the work, words, ideas, or arrangement of ideas, research, formulae, diagrams, statistics, or evidence of another.
- Taking sole credit for ideas and/or written work that resulted from collaboration with others.
- Paraphrasing or quoting material without citing the source.
- Submitting as one's own a copy of or the actual work of another person, either in part or in entirety, without appropriate citation (e.g., term-paper mill or internet-derived

- products).
- Sharing computer files and programs or written papers and then submitting individual copies of the results as one's own individual work.
  - Submitting substantially the same material in more than one course without prior authorization from each instructor involved.
  - Modifying another's work and representing it as one's own work.

## **Process**

When a student commits an academic integrity offense, decisions regarding the severity of penalties imposed for academic dishonesty shall reside with the instructor. An instructor may give written or verbal notice to a student that continuation or repetition of specified conduct may be cause for further disciplinary action. If the instructor chooses further disciplinary action, the instructor shall notify the student, the appropriate chair, the appropriate Dean and the Office of the Vice President of Student Success of the incident and the penalties imposed using the Academic Integrity Violation Form. The Vice President of Student Success or designee shall retain this documentation as part of the student's record.

The student may appeal the determination of academic dishonesty and/or penalty using the discipline appeal procedure as outlined in Administrative Procedure 5520 Student Discipline Procedures.

Students who engage in any of the above are subject to the procedures outlined in Administrative Procedure 5500 Standards of Student Conduct.

## **References:**

Education Code Sections 66300 and 66301  
Accreditation Standard I.C

Academic Senate Review/Approval, 1<sup>st</sup> Reading: May 11, 2017

Academic Senate Review/Approval, 2<sup>nd</sup> Reading: September 14, 2017

ASCOD Review/Approval: October 30, 2017

Executive Cabinet Review/Approval: January 2, 2018

College Planning Council Review/Approval, 1<sup>st</sup> Reading: February 23, 2018

College Planning Council Review/Approval, 2<sup>nd</sup> Reading: March 9, 2018

Board Meeting/Information Item: April 20, 2018

Next Review: April 2023

Administrator: VP Student Success