

Polk State College Procedure

Subject	Reference	Date	Number
Academic Dishonesty Procedure	Board Rule 4.01	5/7/2019	5026

I. Purpose

The purpose of this procedure is to outline the College's process concerning complaints against students who are charged with academic dishonesty to ensure the student is given his or her due process. The administration of student discipline shall be flexible and consistent with the philosophy and educational objectives of Polk State College. Students who are charged with academic dishonesty under Polk State College Rule 4.01 may continue to attend the class associated with the charge until this process is finalized except in cases where safety concerns are identified.

For limited admission programs, refer to each program's procedures manual or student handbook for specific rules and procedures pertaining to the Student Code of Conduct and sanctions.

II. Definitions

- A. Academic Dishonesty: Polk State College considers academic dishonesty an assault upon the basic integrity and meaning of a college. Cheating, plagiarism, and collusion in dishonest activities are serious acts which erode the college's educational role and cheapen the learning experience, not only for the perpetrators, but also for the entire community. It is expected that all Polk State College students will understand and subscribe to the ideal of academic integrity and that they will be willing to bear individual responsibility for their work. Material (written or otherwise) submitted to fulfill academic requirements must represent a student's own efforts. The fundamental purpose of this procedure is to emphasize that any act of academic dishonesty attempted by any Polk State College student is unacceptable and will not be tolerated.
- B. Cheating: Cheating is defined as the giving or taking of any information or material with the intent of wrongfully aiding oneself or another in academic work considered in the determination of a course grade.
- C. Plagiarism: Plagiarism is defined as "The act of appropriating the literary composition of another, or parts or passages of his writings, or the ideas or language of the same, and passing them off as the product of one's own mind" (*Black's Law Dictionary*, Revised Fourth Edition). Plagiarism shall include failure to use quotation marks or other conventional marking around quoted material from any printed source and paraphrasing a specific passage from a specific source without indicating accurately what that source is. Plagiarism shall further include letting another person compose or rewrite a student's assignment.

III. Possible Sanctions

If the instructor's judgment is that the student is in violation of the Student Code of Conduct for Academic Dishonesty, he or she may propose either a Level One or Level Two sanction as he or she deems appropriate and as outlined in the course syllabus. The level of sanction and consequence of academic dishonesty is at the discretion of the instructor and will be outlined in the syllabus.

Level One Sanctions (can include, but are not limited to):

1. Retesting or reworking of the test, project, or assignment.
2. Loss of partial credit on the test, project, or assignment.
3. Loss of full credit on the test, project, or assignment.

Level Two Sanctions (can include, but are not limited to):

1. A grade of *F* will be given for the course. If the student decides to appeal, and the appeal process is completed, the student will immediately stop attending the course if he/she loses the appeal.
2. A predetermined reduction in the final grade as stated in the course syllabus.
3. Administrative withdrawal of the student from the course (a grade of *W3* will be assigned).

IV. The Process

A. Step 1: Resolution with the Instructor

When the instructor believes that academic dishonesty has occurred, the instructor must document the incident and decide, according to his or her syllabus, if the incident warrants a Level One or Level Two sanction. In the event the academic dishonesty is witnessed by a College employee other than the instructor (i.e., tutors or testing staff), the witness should report it to the student's instructor with documentation.

Level One sanction: When the sanction proposed by the instructor is a Level One sanction, the instructor shall meet or communicate with the student within five business days of discovery, presenting the evidence and giving the student an opportunity to respond. If the student and instructor agree on the imposed sanction, the matter is considered closed. If the student does not agree with the instructor's decision, he or she may move to step two.

Level Two sanction: When the sanction proposed by the instructor is a Level Two sanction, the instructor will confer with the academic dean or administrator and report the incident to the Dean of Student Services. After consultation with the academic dean or administrator, the instructor shall meet or communicate with the student within five business days of discovery, presenting the evidence and giving the student an opportunity to respond. The instructor will provide the student with a written notice of the instructor's final decision regarding the sanction within five business days of the meeting or communication between the instructor and student.

B. Step 2: Appeal to Academic Dean or Administrator

If the student wishes to appeal the instructor's decision, the student may file the Grade

Appeal for Academic Dishonesty Form within five business days of the meeting or communication between the instructor and student. This form and all documentation should be filed with the appropriate academic dean or administrator.

Within five business days following the date on which the instructor's academic dean or administrator receives a Grade Appeal for Academic Dishonesty Form, he or she will forward a copy of the form to the instructor. The instructor must reply, in writing, to the Grade Appeal for Academic Dishonesty Form, within five business days. The academic dean or administrator may request a conference with the instructor and/or student to discuss the issues involved in the student's appeal.

After the academic dean or administrator has consulted with all concerned parties, he or she shall determine whether academic dishonesty has occurred. The student will be notified of the academic dean or administrator's decision within five business days of the decision by certified mail. The academic dean or administrator will also notify the instructor of the decision. A copy of Polk State College Rule 4.01 and the supporting Procedure 5026 addressing academic dishonesty will be referenced to the student at this time by web address location.

Note: Students who are charged with academic dishonesty may not voluntarily withdraw from the course associated with the charge. Students who withdraw will be reinstated in the course pending the result of the investigation and/or hearing process. Withdrawing from a class, either before or after the discovery of a violation, does not prevent the College from imposing any penalty authorized by the Polk State College policy.

C. Step 3: Academic Hearing

Should the student disagree with the academic dean or administrator's decision, the student may appeal to the Office of the Provost / Vice President for Academic Affairs within five business days of receiving the notification. The student must forward, to the Provost / Vice President for Academic Affairs, the original Grade Appeal for Academic Dishonesty Form, and all relevant documentation regarding the appeal.

Within five business days of receiving the student's appeal, the Provost / Vice President will forward the appeal to the Academic Hearing Committee, which the Provost / Vice President chairs. The Provost / Vice President will consult with all parties to schedule the academic hearing and provide the student with the date and time. The Academic Hearing Committee follows Procedure 5025, *Student Appeals Hearing Protocol*. At the conclusion of the student's hearing, the Academic Hearing Committee will issue a determination on the student's appeal as it relates to academic dishonesty. The Provost / Vice President will notify all parties, in writing, of the outcome of the hearing within five business days.

The determination of the Provost / Vice President and the Academic Hearing Committee concludes the process and is not subject to appeal.

General Provisions:

Students who are charged with cheating or plagiarism a third time, if previously found guilty or not, will be referred to the Student Services Discipline Committee for further action. Possible sanctions imposed by the Student Services Discipline Committee are outlined in

Polk State College Procedure 5028, *Student Code of Conduct: Sanctions and Assignment of Penalties for Violation.*

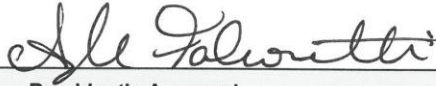
Attachment (1)

History:

Adopted: August 28, 2007

Revised: April 26, 2012; February 22, 2013; May 7, 2019

Reviewed with no changes July 1, 2014; October 2017

	5/23/19		5/23/19
Executive Responsible for Procedure	Date	President's Staff Member's Approval	Date
			5/22/19
President's Approval			Date