



Academic Honesty Policy

Students at Allen Community College practice academic honesty. Academic honesty is the concept that students conduct themselves with integrity. Integrity, or honesty, is the foundation upon which relationships are built. Allen students understand how important relationships are to success, and that a code like academic honesty extends beyond the classroom. After Allen, students will find that a solid understanding of integrity and adherence to a code of ethics is necessary for success at the university and in places of work. Students at the College practice academic honesty in many ways. Some of the most common ways a student shows academic honesty are by citing the works or ideas of an author properly and by doing his or her own work. Allen students show their understanding of academic honesty and act with integrity when they:

- Use quotation marks to identify exact quotes;
- Give credit to the author when the content, ideas, or structure of another's writing is borrowed;
- Create original work for every assignment in every course;
- Use notes, study aids, and technology appropriately;
- Collaborate appropriately with others;
- Encourage their peers to act with integrity on their coursework and in classroom conduct;
- Report data, information, and citations accurately;
- Avoid copying and pasting without citing the source;
- Avoid using unauthorized material during testing;
- Avoid sharing the ideas of others without giving proper credit through citations.

Students are responsible for reading and understanding the academic honesty policy, learning to use materials ethically, asking for assistance when needed, reporting instances of academic dishonesty, and refusing to aid others in academic dishonesty.

Instructors are responsible for establishing classroom policies regarding academic honesty and for adequately preparing their students for the challenges assignments provide. Instructors also provide support for students with questions concerning academic honesty and take steps to minimize the temptation of academic dishonesty in the classroom. Each instructor must inform students of the classroom policy regarding academic honesty in writing at the beginning of the semester through the course syllabus. Instructors should be consistent in applying the academic honesty policy, protect the identity of students accused of academic dishonesty, and use reason in making consequences match the offense. The College will provide an academic honesty policy and disseminate the academic honesty policy to faculty, students, and staff. The College will discuss the topic of academic honesty in resources such as the student handbook, in orientations, and in the College Career Success Seminar.

The College will endeavor to provide facilities, class enrollments, and/or support personnel which make it practical for faculty, staff, and students to make cheating, plagiarism and other dishonesty conduct less likely. The College will provide support services such as the Writing Center and counseling to help students be academically honest and to support stakeholders in their efforts to maintain academic honesty.

When an instance of academic dishonesty is suspected, the instructor should first meet with the student. If the student is not responsible for academic dishonesty, no action is taken. If the instructor believes sufficient evidence exists and the student has violated the academic honesty policy, consequences will be determined by the instructor. Consequences can include, but are not limited to the following: a verbal reprimand, a written reprimand, repetition of course work, a referral to counseling, a failing grade on an assignment, a lowered grade on an assignment, a failing grade for the course, or administrative withdrawal from the course.

A student accused of academic dishonesty has the right of appeal. Appeal follows the same process as the Academic Appeals Process. Students should first contact the instructor to resolve any issues. Should the instructor and student fail to resolve the issue, then the student should contact the appropriate Dean. Should the appropriate Dean fail to resolve the issue, the student should contact the Vice President for Academic Affairs.