

Academic Honesty

Students at Allen Community College practice academic honesty. The following definitions shall be used to determine if the academic honesty policy has been violated.

- a. Cheating- Attempting to get academic credit in a way that is dishonest, disrespectful, irresponsible, untrustworthy or unfair. Cheating includes but is not limited to using a calculator when its use is not allowed.
- b. Plagiarism- To steal and pass off (the ideas or words of another) as one's own; use (another's production) without crediting the source. Plagiarism includes but is not limited to the following definitions:
 - i. Direct: is the word-for-word transcription of a section of someone else's work, without attribution and without quotation marks." This is also referred to as clone plagiarism.
 - ii. Self-Plagiarism: occurs when a student submits their previous work, or mixes parts of previous works, without permission from all professors involved.
 - iii. Mosaic: occurs when a student borrows phrases from a source without using quotation marks or finds synonyms for the author's language while keeping to the same general structure and meaning of the original
 - iv. Accidental: occurs when a person neglects to cite their sources, or misquotes their sources, or unintentionally paraphrases a source by using similar words, groups of words, and/or sentence structure without attribution.
 - v. Unauthorized collaboration: occurs when working with other students and turning in similar work without permission from the professor
 - vi. Artificial Intelligence: Technology such as artificial intelligence (AI) will be prohibited unless the instructor gives permission for its use. The abuse of AI will be treated as a form of plagiarism.
- c. Forgery- Unauthorized alteration of an academic record. Forgery includes but is not limited to modification of grades on assignments, exams, or transcripts.
- d. Fabrication- The use of invented or misrepresentative information. Fabrication includes but is not limited to the creation or alteration of experimental data and listing a source in the works cited that were not actually used in the research.
- e. Dissimulation- The act of deception to hide actions associated with academic work. Dissimulation includes but is not limited to fabricating excuses for missed assignments and feigning attendance.
- f. Aiding and abetting- Helping someone in an act of Academic Dishonesty. Aiding and abetting includes but is not limited to providing another student with solutions to a test or exam, giving another student an assignment from a previous course, or sharing information such as a username and password.

Student Responsibilities

Students at Allen Community College will be responsible for the following items related to academic honesty:

- a. Read and understand the academic honesty policy, so materials can be utilized ethically.
- b. Ask for assistance when needed, reporting instances of academic dishonesty, and refusing to aid others in academic dishonesty.
- c. Avoid violating the definition of academic dishonesty.
- d. Use technology ethically, including abstaining from the use of artificial intelligence (AI) without permission of the instructor.
- e. Students will not participate in unauthorized collaboration
- f. Avoid using unauthorized material during testing
- g. Avoid sharing the ideas of others without giving proper credit through citations.
- h. Submit academic records free from forgery.
- i. Maintain the security of personal information for themselves and peers.

Instructor Responsibilities

Instructors at Allen Community College will be responsible for the following items related to academic honesty:

- a. Instructors are responsible for establishing classroom policies regarding academic honesty and for adequately preparing their students for the challenges assignments provide.
- b. Instructors also provide support for students with questions concerning academic honesty and take steps to minimize the temptation of academic dishonesty in the classroom.
- c. Each instructor must inform students of the classroom policy regarding academic honesty in writing at the beginning of the semester through the course syllabus.
- d. 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.
- e. Instructors have the full authority to determine the effect that academic dishonesty incident have on the student's standing in the course.

Procedure for Reporting Academic Dishonesty

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.

Sanctions will be addressed at the instructor level first. If the instructor has determined that the violation of the academic honesty policy has been exceeded, then institution sanctions will be applied. Students with repeated violations should also be considered for institutional sanctions.

If the instructor seeks sanctions for the academic dishonesty incident an Academic Dishonesty Violation Form will be submitted to the Dean for Distance and General Education or the Dean for CTE and Industry Partnerships. The dean will notify the student's academic advisor upon receipt of the Academic Violation Form.

Instructor Sanctions

Consequences for violating the academic honesty policy can include, but are not limited to the following:

- a. The instructor will allow the student to repeat the course work.
- b. The instructor will assign a lowered grade for an assignment.
- c. The instructor will assign partial credit for revising an assignment.
- d. The instructor will assign a failing grade on an assignment.

Institutional Sanctions

Consequences for violating the academic honesty policy can include, but are not limited to the following:

- a. The instructor will make a recommendation to the Vice President for Academic Affairs (VPAA) for the dismissal of the student from the course.
- b. The instructor will make a recommendation to the VPAA for the dismissal of the student from the course with a grade of XF. The student will not be allowed to receive a W on their transcript.
- c. The instructor will make a recommendation to the VPAA for the student to be placed on probation, suspended, or dismissed from the institution.

Due Process

A student accused of academic dishonesty has the right of appeal. Students should first contact the instructor to resolve any issues. If the instructor and student fail to resolve the issue, then the student should follow the Academic Appeals Process.