

**Category:** Academics

**Division:** Instructional Services

**Department:** Instruction

**Policy Title:** Academic Ethics

**Policy Statement:** GCCC assumes that all students are enrolled to learn and expects each individual to function as an ethical student. Integrity in the classroom is expected. Therefore, any cheating is at variance with the purposes of both the student and the institution. Any student dishonesty detected in a course (including during examinations or in submitting plagiarized materials) may result in the student receiving no credit for the examination, written work or quiz, and may result in an F grade, suspension and/or dismissal from the course. A violation of academic ethics includes:

- Cheating on examinations, written quizzes, and other written work.
- Plagiarism, which is defined as the use of another's written work without recognition/citation, the use of another student's work, the purchase and/or use of a paper that has already been prepared, the borrowing of an idea or phrase or the paraphrasing and/or summarizing of an idea without proper documentation
- Giving assistance to another person during an examination
- Falsification of an academic record
- Obtaining or attempting to obtain copies of a non-circulated examination or examination questions.

**Procedures:** Violations of academic ethics are resolved within the division of Instructional Services. Examples of academic dishonesty are outlined in the Student Handbook in the Student Discipline and Due Process Code. It is intended that resolution take place at the lowest possible level preserving both the integrity of the College and the dignity of the student. When a violation of academic ethics is suspected, the faculty member should review the evidence to ensure that it is sufficient to warrant a charge of academic dishonesty. The faculty member should talk privately with the student to make the student aware of the suspicion and to solicit the student's explanation. If the student is unable to explain the behavior satisfactorily, the faculty member should collect evidence of the alleged violation, and prepare a written narrative of the incident. The faculty member should keep the original copy of the assignment or examination involved in the incident. The faculty member should assess the evidence and the student's explanation. The following disciplinary actions are available if a student is determined to be guilty of academic dishonesty:

- Repeating the assignment or completing an alternative assignment
- Issuing a warning or providing counseling
- Assigning of a grade of "I" until the alleged violation is adjudicated
- Giving a failing grade for the assignment
- Assigning a grade of "F" for the course
- Assigning a grade of "XF" for the course

NOTE: In order to monitor multiple violations, the faculty member will document and submit to the office of the Dean of Academics or Dean of Technical Education & Workforce Development all situations deemed of a serious nature. Multiple or extremely serious violations may result in dismissal from the College. The following issues should be considered when deciding upon appropriate discipline:

- Nature of the alleged dishonesty
- Prior warnings/violations
- Impact on the student's grade/progress in the course
- Permanent impact on the student's record
- Student acknowledgment and recognition of the seriousness of the alleged behavior

If assigning a grade of "F" for the course, the faculty member should consult with the Dean of Academics and Dean of Technical Education & Workforce Development prior to any disciplinary action. The student may also receive an "XF" grade on his/her transcript with the understanding that the "X" denotes academic dishonesty. The "X" will remain as a permanent part of the grade on the transcript. The instructor must follow this protocol if requesting an "XF."

1. The instructor will notify the Dean of Academics or Dean of Technical Education & Workforce Development that academic dishonesty has occurred.  
The notification will include the following information:
  - a. Name and ID number of the student or students involved
  - b. Proof that academic honesty has occurred
  - c. A description of any action already taken by the instructor
2. Once the appropriate Dean has received this information, he/she will notify the student's advisor and any sponsor or coaches with whom the student is associated of the breach in academic integrity. The Dean will review all evidence and make a decision on whether an "XF" will be listed on the academic transcript.
3. The Dean will maintain a file listing students whose names have been turned in for academic dishonesty.

The student may appeal the discipline assessed by the faculty and/or Dean of Academics or Dean of Technical Education & Workforce Development as outlined in the college catalogue and student handbook.

**Contacts:** Vice President for Instruction and Student Services, Dean of Academics and Dean of Technical Education & Workforce Development

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**Policy History:** Click here to enter text.

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**Related Form:** none