

### **III. ACADEMIC INTEGRITY**

#### **A. Academic Honor Code**

As a student at Cabrillo College, you join a community of scholars who are committed to excellence in teaching and learning. We expect students to pursue their studies with integrity and honesty. Therefore, all students should know that incidents of academic dishonesty are taken very seriously.

When students are caught cheating or plagiarizing, a process is begun that may result in severe consequences. It is important to your academic success that you know what constitutes academic dishonesty at Cabrillo College.

#### **B. Academic Dishonesty**

The two most common kinds of academic dishonesty are cheating and plagiarism.

Cheating is the act of obtaining or attempting to obtain credit for academic work through the use of dishonest, deceptive or fraudulent means (see examples below).

Plagiarism is representing the work of someone else as your own and submitting it for any purpose (see examples below).

It is your responsibility to know what constitutes academic dishonesty. Interpretations of academic dishonesty may differ among individuals and groups. However, as a student at Cabrillo College, you are expected to refrain from the behavior outlined below. If you are unclear about a specific situation, speak to your instructor.

The following list exemplifies some of the activities defined as academic dishonesty:

1. Cheating
  - a. Copying, in part or in whole, from someone else's writing, test, exam, project, or paper;
  - b. Submitting work presented previously in another course, unless approved by the instructor;
  - c. Altering or interfering with grading;
  - d. During an exam or other class activity, using or consulting any sources, electronic equipment, including cell phones and PDAs, or materials unless approved by the instructor; or
  - e. Committing other acts that defraud or misrepresent.

2. Plagiarism
  - a. Incorporating the ideas, words, phrases, sentences, paragraphs or parts of another person's writings, without giving appropriate credit, and representing the product as your own;
  - b. Representing another's artistic or scholarly works such as musical compositions, computer programs, photographs, paintings, drawings or sculptures as your own;
  - c. Submitting a paper purchased from a research or term paper service, including the internet; or
  - d. Undocumented Web source usage.
  
3. Other Specific Examples of Academic Dishonesty
  - a. Purposely allowing another student to copy from your paper during a test;
  - b. Giving or selling your homework, term paper or other academic work to another student to plagiarize;
  - c. Having another person submit any work in your name;
  - d. Lying or misrepresenting your work to an instructor or college official to improve your grade;
  - e. Stealing tests; or
  - f. Forging signatures on college documents.

### **C. Consequences of Academic Dishonesty**

Academic and/or administrative sanctions may be applied in cases of academic dishonesty.

1. Academic consequences may include:
  - a. Receiving a failing grade on the test, paper or exam;
  - b. Having your course grade lowered;
  - c. Being dropped from the course.
  
2. Administrative consequences may include:
  - a. Being placed on disciplinary suspension; or
  - b. Being expelled.

The Office of the Dean of Student Services maintains a record of students who have engaged in academic dishonesty. This information is used to identify and discipline students reported for multiple or especially serious single acts of academic dishonesty. A copy of the Cabrillo College Student Rights and Responsibilities Handbook (AR 5500) is available in the Student Affairs Office or online at <http://cabrillo.edu/services/studentaffairs/documents/rightsresponsibilities.pdf> .

*We thank the Foothill College Student Affairs Dean's Office and the San José State University Student Affairs Vice President's Office for permission to use their policies on academic dishonesty as models for this section. The Cabrillo College Academic Honor Code was developed and approved by the college's Academic Senate in 2011.*