



Academic Dishonesty Policy

Career City College

#4071

Name of Institution

Institution Number

Academic Dishonesty Policy

January 17th, 2024

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Effective Date

Revision Date

RESPONSIBILITY: Campus Director, Senior Educational Administrator, Onsite Administrator

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This policy complements the Student Misconduct and Dismissal Policy and the Student Appeals Policy, expanding on the College's stance on academic dishonesty.

Section I: Plagiarism

Plagiarism Defined: Using another person’s words or ideas without giving proper credit. This includes copying, stealing, and other forms of academic dishonesty.

Risks of Plagiarism:

Using another person’s words or ideas without proper documentation/citation: If you use someone's words or ideas, you must credit them appropriately.

Reproducing another person’s work without proper citation: Even if you change the words, you must still give credit if the ideas are not your own.

Submitting the same assignment to multiple instructors without permission: You need written permission from all involved instructors and proper citation to reuse any part of an assignment.

Downloading work from any source without acknowledgment: Whether it’s from the internet, databases, videos, or any other sources, you must cite and reference the source appropriately.

Procedures:



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Investigation: Instructors may use plagiarism detection software and consult with other faculty or administrators if they suspect plagiarism.

First Instance: The student will receive instruction on proper citation. They may fail the assignment and be required to redo it within 10 days. Failure to resubmit properly results in a zero and a warning letter, which is placed on the student's file.

Second Instance: The student will fail the course and receive a sanction letter, which will be placed on their file.

Third Instance: The student will be suspended for one year, with the suspension noted on their academic transcript. If re-admitted, further violations will result in course failure and additional suspension.

Section II: Academic Dishonesty

Includes:

Cheating: Using unauthorized materials or information in any academic exercise.

Plagiarism: Using another's work without proper attribution.

Unapproved collaboration: Working with others without permission.

Alteration of records: Changing academic records dishonestly.

Bribery: Offering or accepting something of value to influence academic outcomes.

Lying: Providing false information for academic advantage.

Misrepresentation: Falsifying academic information or credentials.

Use of unapproved aids: Using unauthorized tools or resources in academic activities.

Unauthorized recording: Recording lectures or meetings without permission.

Theft or solicitation of academic materials: Stealing or attempting to steal assignments, tests, or other academic resources.

Helping others commit academic dishonesty: Assisting another student in dishonest practices.

Rights and Responsibilities:

Right to Appeal: Students can appeal disciplinary actions.

Responsibility to Review Policies: Students must review the Code of Conduct and Grade Appeal Policies.

Section III: Exam Integrity



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Expectations:

Honest Conduct: Students are expected to write exams honestly. Any irregularities will be documented and reported.

Violation Consequences: Proven violations result in a zero on the exam and potential further disciplinary actions.

Consequences:

Second Violation: The student fails the course and receives a sanction letter.

Third Violation: The student is suspended for one year, with the suspension noted on their transcript. Conditional re-admission requires satisfactory performance; further violations result in course failure and additional suspension.

Section IV: Plagiarism Procedures

Proper References and Citations: Students must ensure all assignments are properly cited.

Investigation Process: Instructors will confirm suspected plagiarism using available resources and gather evidence.

First Instance: The student is taught proper citation methods, may fail the assignment, and must resubmit within 10 days. Failure to resubmit results in a zero and a warning letter on file.

Second Instance: The student fails the course and receives a sanction letter on file.

Third Instance: The student is suspended for one year, with the suspension noted on their transcript. Conditional re-admission requires satisfactory performance; further violations result in course failure and additional suspension.