

ACADEMIC INTEGRITY POLICY

Students of Columbia Gorge Community College (CGCC) are expected to behave as responsible members of the college community and to be honest and ethical in their academic work. CGCC strives to provide students with the knowledge, skills, judgment, and wisdom they need to function in society as educated adults. To falsify or fabricate the results of one's research; to present the words, ideas, data, or work of another as one's own; or to cheat on an examination corrupts the essential process of higher education.

Guidelines for Academic Integrity

Students assume full responsibility for the content and integrity of the coursework they submit. The following are guidelines to assist students in observing academic integrity:

1. Students must do their own work and submit only their own work on examinations, reports, and projects, unless otherwise permitted by the instructor. Students are encouraged to contact their instructor about appropriate citation guidelines.
2. Students may benefit from working in groups. They may collaborate or cooperate with other students on graded assignments or examinations as directed by the instructor.
3. Students must follow all written and/or verbal instructions given by instructors or designated college representatives prior to taking examinations, placement assessments, tests, quizzes, and evaluations.
4. Students are responsible for adhering to course requirements as specified by the instructor in the course syllabus.

Forms of Academic Dishonesty

Actions constituting violations of academic integrity include, but are not limited to, the following:

Plagiarism: the use of another's words, ideas, data, or product without appropriate acknowledgment, such as copying another's work, presenting someone else's opinions and theories as one's own, or working jointly on a project and then submitting it as one's own.

Cheating: the use or attempted use of unauthorized materials, information, or study aids; or an act of deceit by which a student attempts to misrepresent academic skills or knowledge;

unauthorized copying or collaboration.

Fabrication: intentional misrepresentation or invention of any information, such as falsifying research, inventing or exaggerating data, or listing incorrect or fictitious references.

Collusion: assisting another to commit an act of academic dishonesty, such as paying or bribing someone to acquire a test or assignment, taking a test or doing an assignment for someone else, or allowing someone to do these things for one's own benefit.

Academic Misconduct: the intentional violation of college policies, such as tampering with grades, misrepresenting one's identity, or taking part in obtaining or distributing any part of a test or any information about the test.

Penalties for Academic Dishonesty

If a student is found guilty of violating academic integrity, any one or a combination of the following penalties may be imposed by the faculty member:

- 1) Verbal or written warning.
- 2) A grade of "F" or "NP" for the assignment, project, or examination.

The following penalty may be imposed by the faculty member only after a hearing conducted by the division dean:

- 3) A grade of "F" or "NP" for the course, overriding a student withdrawal from the course.

The Director of Student Services may also issue the following disciplinary sanctions, in accordance with the Code of Student Conduct:

- 4) Disciplinary admonition and warning.
- 5) Disciplinary probation with or without the loss of privileges for a definite period of time. The violation of the terms of the disciplinary probation or the breaking of

any college rule during the probation period may be grounds for suspension or expulsion from the college.

6) Suspension from Columbia Gorge Community College for a definite period of time. (i.e., suspension of the privilege to attend Columbia Gorge Community College).

7) Expulsion from Columbia Gorge Community College (i.e., removal of the privilege to attend Columbia Gorge Community College).

Academic Dishonesty Complaint and Hearing Procedures

1. The faculty member observing or investigating the apparent act of academic dishonesty documents the commission of the act, usually by writing down the time, date, place, and a description of the act.
2. The faculty member collects evidence, often by photocopying the plagiarized assignment and creating a paper trail of all that occurs after the alleged act of academic dishonesty. Often the evidence will include various samples of the student's work showing a radical disparity in style or ability.
3. The faculty member provides the student an opportunity to explain the incident.
4. The faculty member explains to the student the procedures and penalties for academic dishonesty and gives the student a copy of the Columbia Gorge Community College Academic Integrity Policy.
5. The faculty member may resolve the matter informally by determining an appropriate course of action, which may include a verbal or written warning, or a grade of "F" or "NP" on an assignment, project, or examination, or no further action. If the accused student contests the faculty member's decision, a hearing with the division dean may be requested.

6. If the faculty member wishes to initiate further action (e.g. assign a lower grade or a grade of “F” or “NP” for the course), the student is entitled to a hearing with the division dean. The faculty member submits a copy of the Academic Dishonesty Report form and any additional evidence to the division dean within 10 days of the alleged act of academic dishonesty, which initiates the hearing process.
7. Within 10 days of receiving an Academic Dishonesty Report form, the division dean notifies all parties in writing of the date, time and location of the hearing. At the hearing, the student meets with the faculty member and division dean to hear the charges and present his/her side of the case. The student may bring an advisor, who may advise the student but not present the case. If the student misses the hearing, the faculty member and the division dean may proceed with the process to completion. The division dean will consider any evidence submitted within seven days of the hearing, and interview persons as warranted. The division dean determines if the action recommended by the faculty member is appropriate.
8. Within 10 days of the hearing, the division dean sends written notification of the results to the student and faculty member.
9. Within 10 days of the notification, the student may submit a written appeal to the Dean of Instruction. The decision of the Dean of Instruction is final.
10. The division dean sends a final report to the Dean of Student Services. The Dean of Student Services may also issue the following disciplinary sanctions, in accordance with the Code of Student Conduct:
 - 1) Disciplinary admonition and warning.
 - 2) Disciplinary probation with or without the loss of privileges for a definite period of time. The violation of the terms of the disciplinary probation or the breaking of any college rule during the probation period may be grounds for suspension or expulsion from the college.
 - 3) Suspension from Columbia Gorge Community College for a definite period of time. (i.e., suspension of the privilege to attend Columbia Gorge Community College).
 - 4) Expulsion from Columbia Gorge Community College (i.e., removal of the privilege to attend Columbia Gorge Community College).