

**Student Services Series - 5000
Academic Honesty Procedure**

Academic Honesty Inquiry Process

Action/Steps by Faculty

1. The faculty member observing or investigating an apparent violation of academic honesty, meets with the student and shares the Chemeketa Community College Academic Honesty Policy and guidelines. The faculty member explains to the student the procedures and penalties for violation of academic honesty.
2. The faculty member provides the student an opportunity to explain the incident.
3. If, after initial investigation and conference with the student, the faculty member resolves the issue informally with the student and determines that there was no violation of academic honesty, the process is concluded and there is no need to complete the Academic Honesty Concern Form.
4. If, after initial investigation and conference with the student, the faculty member reasonably believes that there has been some violation of academic honesty, the violation is documented, using the Academic Honesty Concern Form.
5. The faculty member collects evidence, often by photocopying the 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.
6. If the faculty member reasonably believes the student to have been dishonest, the faculty member may resolve the matter by determining an appropriate course of action, which may include an oral or written warning; or a grade of "F" or zero on an assignment, project, or examination. The completed Academic Honesty Concern Form is submitted to the appropriate academic director/coordinator and to the Dean of Students.
7. If the faculty member reasonably believes the student to have been dishonest, and the faculty member is recommending a lower grade or grade of "F" or "No Pass" for the course, the student will be given notification of their due process rights. The completed Academic Honesty Concern Form is submitted to the appropriate academic director/coordinator and to the Dean of Students.

Involvement of Academic Department Director/Coordinator

1. If the accused student contests the faculty member's decision, a meeting with the academic department director/coordinator may be requested.
2. If the faculty member wishes to assign a grade of "F" or "No Pass" for the course, or initiate further disciplinary action (e.g. place the student on program-based academic probation, or, require the student to attend an Academic Honesty Seminar), the student may assert their due process rights by requesting a meeting with the academic department director/coordinator and all parties involved.
3. Within 10 working days of receiving the student request, the academic department director/coordinator coordinates a meeting between all parties regarding the alleged incident of academic dishonesty. Official notification of this meeting should be in writing. The purpose of the meeting is for the student to hear the charges and present his/her side of the case. The academic department director/coordinator will consider any evidence submitted within seven days of the meeting, and interview persons as warranted. The academic department director/coordinator determines if the action recommended by the faculty member is appropriate. If the student misses the meeting, the faculty member and academic department director/coordinator may proceed with the process to completion.

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4. Within 5 working days of the meeting, the academic department director/coordinator sends written notification of the results of the inquiry to the student, faculty member and the appropriate instructional dean.

Involvement of Instructional Deans

1. Within 5 working days of the notification, the student may submit a written appeal to the instructional dean.
2. The instructional dean considers the appeal and responds. The decision of the dean is final. A copy of the results is submitted to the Dean of Students.

Involvement of Dean of Students

Further consequences may be imposed by the Dean of Students in cases of grievous violations of academic honesty or for a continued pattern of violations.

Consequences for Violations of Academic Honesty

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

- 1) Oral or written disciplinary admonition and warning
- 2) Temporary Exclusion from class, lab, clinical not to exceed one class session
- 3) A grade of "F" or a zero for the assignment, project, or examination

The following consequence may be imposed by the faculty member after an inquiry conducted by the department director/coordinator:

- 4) Program-based academic probation
- 5) A lower grade or a grade of "F" or "No Pass" for the course, overriding a student's ability to withdraw from the course (*in some programs, this may result in a student's removal from the program*)
- 6) Requirement to attend an Academic Honesty Seminar

The following consequences may be imposed by the Dean of Students in cases of grievous acts of dishonesty or for a continued pattern of dishonesty:

- 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 Chemeketa Community College for a definite period of time
- 4) Expulsion from Chemeketa Community College

Some professional-technical areas have program-specific student handbooks, and in these handbooks there may be further explanation of their unique policies and consequences.

