

Standards of Conduct

Academic Dishonesty

Following are excerpts from Administrative Procedure 5500 and 5500A, Standards of Conduct. For complete policy and procedural information, please refer to the Delta College Policy and Procedure Manual or on the Internet at: www.deltacollege.edu/div/stuserv/policy-5500/standards-conduct.html

Definition of Academic Dishonesty (AP 5500A)

Academic dishonesty consists of any deliberate attempt to falsify, fabricate or otherwise tamper with data, information, records, or any other material that is relevant to the student's participation in any course, laboratory, or other academic exercise or function. Most, although not all, such attempts fall into one or more of the following three categories:

1. **Plagiarism:** Deliberately presenting work, words, ideas, theories, etc. derived in whole or in part from a source external to the student as though they are the student's own efforts. Examples of plagiarism include, but are not limited to the following:
 - a. Failing to use proper citations as acknowledgement of the true source of information included in a paper, written or oral examination, or any other academic exercise.
 - b. Presenting any work completed in whole or in part by any individual or group other than the student, as though the work is the student's own, in any academic exercise.
 - c. Buying, selling, bartering, or in any other fashion obtaining or distributing material to be used fraudulently as part of any academic exercise.
2. **Cheating:** Disseminating or receiving answers, data, or other information by any means other than those expressly permitted by the instructor as part of any academic exercise. Examples of cheating include, but are not limited to the following:
 - a. Copying answers, data, or other information (or allowing others to do so) during an examination, quiz, laboratory experiment, or any other

exercise in which the student is not expressly permitted to work jointly with others.

- b. Assuming another individual's identity or allowing another person to do so on one's own behalf for the purpose of fulfilling any academic requirement or in any way enhancing the student's grade or academic standing.
 - c. Using any device, implement, or other form of study aid during an examination, quiz, laboratory experiment, or any other academic exercise without the faculty member's permission.
3. **Other Academic Misconduct:** Falsifying or fabricating data, records, or any information relevant to the student's participation in any course or academic exercise, or tampering with such information as collected or distributed by the faculty member. Examples of academic dishonesty include, but are not limited to the following:
 - a. Falsifying, or attempting to falsify, attendance records, graded exercises of any kind, or any information or document intended to excuse the student from participation in any academic exercise.
 - b. Inventing, fabricating, or falsifying data as part of the completion of any academic exercise.
 - c. Knowingly furnishing false information (or facilitating the furnishing of false information) to a faculty member.

The foregoing list of offenses is not intended to be fully exhaustive of all potential instances of academic dishonesty. Faculty and administrators may identify cases of academic dishonesty not herein contemplated.

Scope of Removal and Suspension (AP 5500)

Faculty members identifying cases of academic dishonesty may enter a failing grade for the assignment or exercise in question, enter a failing grade for the entire course after the last date to drop the class, impose other penalties in terms of grade, additional coursework or other exercises, or refer the matter to the Vice President of Student Services with a recommendation for further action, including the possibility of suspension from the college.

Faculty members referring a matter to the Vice President of Student Services should complete an Academic Dishonesty Report Form. Students shall be notified by certified mail that an Academic Dishonesty Report Form has been filed and shall have the opportunity to review and/or respond within ten (10) days of receipt of notification.

The Vice President of Student Services and/or the Superintendent/President may suspend a student for "good cause."

The length of the suspension may be:

From one or more classes, laboratories, buildings, or other specific areas of the college for one or more days, up to and including the remainder of the school term.

From all classes and activities of the community college for one or more terms.

The Superintendent/President shall report on suspension of students to the Board of Trustees on a regular basis.

The Superintendent/President or the Vice President of Student Services may impose a lesser action than suspension, if warranted.

The Vice President of Student Services shall notify the faculty or staff member and the appropriate administrator of action taken with regard to any student referred to the Vice President of Student Services by a faculty or staff member under this Policy.

In matters of academic dishonesty, if a faculty member wishes to appeal the action of the Vice President of Student Services, he or she must submit a request to the Student Personnel and Conduct Committee within five (5) days of receipt of notification of the action taken by the Vice President of Student Services.

Due Process for Removal and Suspension

1. To insure due process and a right to appeal in the disposition of any student removal or suspension, the following process is established. The student may seek procedural consultation from the Associated Student Body (ASB) Senator of Student Advocacy. The student shall represent himself or herself, or a person of the

student's choice may present on behalf of the student at the hearing if the student has provided to the Student Grievance Coordinator, at least two (2) days in advance of the hearing, evidence which clearly demonstrates an inability to represent him or herself. The student and the district shall not be represented by an attorney unless, in the judgment of the hearing panel, complex legal issues are involved. If the student is permitted to be represented by an attorney, the college representative may request legal assistance through the Office of the President. The hearing panel may also request legal assistance through the Office of the President; any legal advisor provided to the panel may sit with it in an advisory capacity to provide legal counsel but shall not be a member of the panel nor vote with it. (Alternate processes are established to address clinical and professional discipline for students in the Health Science Programs and to address professional discipline for students in the Law Enforcement Programs.)

- a. If a student wishes to appeal the action imposed by the Vice President of Student Services or request legal representation, the request must be filed in writing with the Student Grievance Coordinator within five (5) college days of receipt or refusal of certified notification.
- b. The Student Grievance Coordinator will convene a meeting of the Student Personnel and Conduct Committee within ten (10) college days of the request for appeal.
- c. The Vice President of Student Services may request assistance from the district's legal counsel if complex legal issues are involved.
- d. The Student Grievance Coordinator shall be present at the hearing. The Associated Student Body (ASB) Senator of Advocacy or a person of the student's choice may attend the hearing as a non-participant at the invitation of the grievant.
- e. A person of the student's choice may present on behalf of the student at the hearing if the student has provided to the Student Grievance Coordinator, at least two (2) days in advance of the hearing, evidence which clearly demonstrates an inability to represent him or herself.

- f. Neither the district or the student shall be represented by an attorney unless, in the judgment of the hearing committee or the Vice President of Student Services, complex legal issues are involved. If the student consults with an attorney, it shall be at their own expense.
 - g. The student shall have access to all printed materials at least five (5) days in advance of the hearing.
 - h. The student and the Vice President of Student Services have the right to present written and/or oral statements.
 - i. The Student Personnel and Conduct Committee will consider all available evidence pertaining to the appeal.
 - j. The student and the Vice President of Student Services must be present at the hearing. Other involved parties including faculty and staff may be present at the hearing.
 - k. The Student Personnel and Conduct Committee has the authority to uphold the action, revoke the action, or impose a different action (within the scope of suspension).
 - l. The involved parties will be notified by the Student Grievance Coordinator within three (3) college days of the Student Personnel and Conduct Committee decision. A transcript of the proceedings shall be kept by the Vice President of Student Services in a confidential file.
2. If the student, the faculty member in cases of academic dishonesty, or the Vice President of Student Services wishes to appeal the decision of the Student Personnel and Conduct Committee, then that party must submit a request to the Superintendent/President for a review of the decision within five (5) college days of receipt or refusal of certified notification. The Superintendent/President will review the entire record of the proceedings and may reject, accept, or modify the Student Personnel and Conduct Committee's decision.

The Superintendent/President's disposition of the matter shall be final.

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