

STUDENT CODE OF CONDUCT

Article I: Definitions

1. The term “student” includes all persons taking courses at the College, both full-time and part-time, and those who attend post-secondary educational institutions other than the Community College of Philadelphia. Persons who are not officially enrolled for a particular term but who have a continuing relationship with the College are also considered “students.”
2. The term “College” means Community College of Philadelphia.
3. The term “faculty member” means any person hired by the College to conduct instructional activities. The term “faculty member” at Community College of Philadelphia shall include counselors and librarians.
4. The term “College official” includes any person employed by or associated with the College in performing assigned administrative or professional responsibilities.
5. The term “member of the College community” includes any person who is a student, faculty member, College official or any other person employed by or associated with the College. A person’s status in a particular situation shall be determined by the President of the College.
6. The term “College premises” includes all land, buildings, facilities, and other property in the possession of or owned, used, or controlled by the College (including adjacent streets and sidewalks).
7. The term “organization” means any number of persons who have complied with the formal requirements for College recognition/registration.
8. The term “Judicial Body” means any person or persons authorized by the Vice President for Student Affairs to determine whether a student has violated the Student Code of Conduct and to recommend imposition of sanctions. A judicial body may consist of the Judicial Affairs Officer or a Judicial Hearing Committee.
9. The term “Judicial Affairs Officer” means a College official authorized on a case-by-case basis by the Vice President for

Student Affairs to impose sanctions upon students found to have violated the Student Code of Conduct. The Vice President for Student Affairs may authorize the Judicial Affairs Officer to serve simultaneously as a Judicial Affairs Officer and one of the members of a Judicial Hearing Committee. Nothing shall prevent the Vice President for Student Affairs from authorizing the same Judicial Affairs Officer to impose sanctions in all cases.

10. The term “Judicial Hearing Committee” means a College committee which is authorized to hear judicial cases and recommend specific sanctions upon students found to have violated the Student Code of Conduct.
11. The term “mediation” refers to a form of voluntary intervention in which conflicting parties select to use a neutral third party or mediator to help find a solution to their dispute.
12. The phrase “Informal Disciplinary Procedures” refers to allowing students who allegedly commit minor infractions of the Student Code of Conduct to be subject to less formal procedures in the hearing and adjudicating of their cases.
13. The term “Formal hearing” means a student will be afforded a formal forum to present his/her case. The formal hearing may include testimonies of witnesses and the right to cross examination of witnesses present during the hearing.
14. The term “Student Appeals Committee” means any person or persons authorized by the President to consider an appeal from a judicial body’s determination that a student has violated the Student Code of Conduct or from the sanctions imposed by the Judicial Affairs Officer or the Judicial Hearing Committee.
15. The term “shall” is used in the imperative sense (required).
16. The term “may” is used in the permissive sense (option).
17. The Judicial Affairs Officer is that person designated by the College President to be responsible for the administration of the Student Code of Conduct.
18. The term “policy” is defined as the written regulations of the College as found in, but not limited to, the Student Code of Conduct, Student Handbook, and College Catalog.

- ~~19. — The term “cheating” includes, but is not limited to: (1) use of any unauthorized assistance in taking quizzes, tests, or examinations; (2) dependence upon the aid or sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments; or (3) the acquisition, without permission, of tests or other academic material belonging to a member of the College faculty or staff.~~
- ~~20. — The term “plagiarism” includes, but is not limited to, the use, by paraphrase or direct quotation, of the published or unpublished work of another person without full and clear acknowledgement. It also includes the unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials.~~
21. The term “school day” shall refer to any day that classes are in session with the exception of weekends and holidays. Weekends and holidays are not considered in calculating response time for notification of sanctions and appeals.

3. **Conduct—Academic Standards**

Plagiarism

—Any written assignment presented by a student in fulfillment of course requirements must reflect his/her own work unless credit is properly given to others. Failure to do so is a form of stealing known as plagiarism, the act of appropriating all or part of a literary composition of another person and passing it off as one's own. Anyone who assists another in such academic dishonesty is equally responsible. The act of plagiarism will open a student to disciplinary action.

Classroom Cheating

—Any student who engages in cheating will be open to disciplinary action. Cheating consists of student actions including, but not limited to, the following:—

- Posing as another student (or having another student pose as oneself)–
- Copying from extraneous materials, such as notebooks, textbooks, or other kinds of written materials (including the work of other students) or recorded materials unless specifically permitted by the instructor.–
- Using non-print materials, such as drawings or other visual aids, in the context of an in-class writing assignment or test-taking and identifying such materials as one's own original work.–

Electronic Cheating

—Any student who uses an electronic medium to violate authorial integrity, including plagiarism, invasion of privacy, unauthorized access, and copyright violation, will be open to disciplinary action.

Non-Print Product Misrepresentation

—Students must identify any part of an assignment which uses the product of another and give credit for this work. Failure to do so is a form of stealing known as product misrepresentation. Anyone who represents the work of another as his or her own, or anyone who assists another in this act, will be open to disciplinary action.

—The use of any College resource to promote or support any service or agency which encourages or assists plagiarism,

~~cheating, or misrepresentation is prohibited and will lead to disciplinary action.~~

Conduct – Academic Integrity

The Community College of Philadelphia is dedicated to fostering the intellectual and personal development of its students, and to promoting an environment that exemplifies the College’s core values, including Integrity, Academic Excellence, and a Commitment to Teaching and Learning.

Academic Integrity requires respect for, and acknowledgement of, the work and efforts of others. It is essential to a high level of teaching and learning. Academic integrity emphasizes fairness, honesty, and responsibility in all academic endeavors and communications, on the part of both faculty and students.

Rights and Responsibilities

Faculty

- i. It is the responsibility of faculty to know and execute College policies regarding academic integrity in a fair and diligent manner.
- ii. It is the responsibility of faculty to inform students of class expectations and assessment guidelines in a timely manner.
- iii. It is the right of faculty to work within the College in an environment of discernible, structured guidelines of due process concerning matters of academic integrity.
- iv. It is the right and responsibility of faculty to participate in a fair and equitable process concerning any allegations of violations of academic integrity.

Students

- i. It is the responsibility of students to familiarize themselves with College and class policies regarding academic integrity, and to seek clarification if needed.
- ii. It is the responsibility of students to comply with College and class policies regarding academic integrity.
- iii. It is the right of students to be informed of any alleged violations and possible sanctions concerning academic integrity.
- iv. It is the right of students to receive due process concerning alleged violations of academic integrity, including an appeal process.

Violations of Academic Integrity

Violations of academic integrity can include, but are not limited to, cheating and plagiarism. Cheating is an intentional effort at deception or gaining of an unfair advantage in completing academic work. Plagiarism is the act of appropriating the work of another person and passing it off as one's own. Any student who assists another in an activity that constitutes a violation of academic integrity is also responsible and accountable for such a violation.

The following list is not exhaustive, but includes some common examples of plagiarism and cheating:

- i. copying original ideas, images, words, or design elements and using them without proper citation or permission of the author

- ii. creating a bibliography with fabricated sources or citing sources as references that were not used in the preparation of the report or essay
- iii. deceiving the instructor to get more time for an assignment or examination
- iv. hiring someone to write an essay or complete other assignments
- v. collaborating with classmates or others on an assignment when the class rules explain that only individual work is permitted
- vi. using unauthorized electronic devices or software during an examination
- vii. allowing other students to copy exam responses or homework assignment answers so that they can pass it off as their own work

Violations of academic integrity will open a student to disciplinary action as described in Article III, Section 3 of the Student Code of Conduct.

Academic Authority

- a.) The term “Academic Integrity Officer” means a College official authorized by the Judicial Affairs Officer to determine whether a student has violated the Academic Integrity section of the Student Code of Conduct and to impose sanctions upon students found to have committed such violations. The Judicial Affairs Officer may authorize the Academic Integrity Officer to serve simultaneously as Academic Integrity Officer and one of the members of an Academic Integrity Hearing Committee.

- b.) The Academic Integrity Officer is designated by the Vice President for Academic Affairs to be responsible for the administration of the sections of the Student Code of Conduct concerning Academic Integrity. The Academic Integrity Officer is designated by the Vice President for Academic Affairs on a case-by-case basis. Nothing shall prevent the Vice President for Academic Affairs from authorizing the same Academic Integrity Officer to impose sanctions in all cases.
- c.) The term “Academic Integrity Hearing Committee” means a College committee which is authorized to determine whether a student has violated the Academic Integrity section of the Student Code of Conduct and to impose sanctions upon students found to have committed such violations.
- d.) The Academic Integrity Officer, subject to the approval of the Vice President for Academic Affairs, shall develop procedures for conducting of hearings. Such procedures shall be consistent with provisions of the Student Code of Conduct.
- e.) The Academic Integrity Hearing Committee shall be designated by the Vice President for Academic Affairs on an annual basis. Nothing shall prevent the Vice President for Academic Affairs from authorizing the same persons to serve on the committee in all cases. The Vice President for Academic Affairs shall designate faculty, administrators, and students to serve on the committee.
- f.) The Academic Integrity Hearing Committee shall hear cases at the discretion of the Academic Integrity Officer. The Vice President for Academic Affairs shall select three members for the purpose of hearing cases, one of whom shall be designated as chairperson. There shall be three committee members present

(one person from each constituent group of faculty, administration, and students) in order to conduct a hearing.

- g.) Sanctions recommended by an Academic Integrity Officer or an Academic Integrity Hearing Committee are subject to the normal appeals process.

Understanding and Commitment

The College's approach to disciplinary action concerning matters of academic integrity is informed by its commitment to fostering a broad culture of academic integrity that transcends particular classrooms or course work. In the interest of the justice and effectiveness of its policies and procedures, the College engages in continued efforts to assure that students understand the meaning and importance of academic integrity. Every student has access to the College's full policy on academic integrity, and faculty are required to promote and model academic integrity in all endeavors.

Reporting

Faculty are obligated to exercise due diligence to detect and report any violations of academic integrity. Whenever faculty have reason to believe that a student has committed a violation of academic integrity it is their responsibility to do the following:

- i. document evidence of suspected wrongdoing and keep records of relevant communications with the student
- ii. contact the student concerning the suspected violation, allowing the student the opportunity to respond
- iii. use the Behavioral Reporting Form to notify the College of every act that upon his/her judgment constitutes a violation of academic integrity,

- iv. inform the student that the alleged violation has been reported to the College, and
- v. inform the student of what consequences may occur within the course as a result of the violation.

All alleged violations of academic integrity are tracked. The Academic Integrity Officer as well as the appropriate Department Head and Academic Dean are notified each time a suspected violation of academic integrity is reported.

Informal Disciplinary Procedures

- a.) The Academic Integrity Officer may conduct an investigation to determine whether cases of alleged violations of academic integrity can be resolved by mutual consent of the parties involved through an informal disciplinary procedure. It may be found after reflection and discussion that insufficient evidence of a violation is present, or the parties involved may conclude that a violation of academic integrity has occurred and that sanctions are warranted. Such disposition shall be final and there shall be no subsequent proceedings.
- b.) Informal procedures shall include resolution of the incident. When applicable, sanctions are imposed as part of the resolution.
- c.) When a resolution is reached that is satisfactory to the reporting faculty member, the student, and the Academic Integrity Officer, the disciplinary process shall be terminated. The Academic Integrity Officer shall report the resolution to the appropriate Department Head and Division Dean.
- d.) If a case cannot be resolved satisfactorily through the informal disciplinary procedures, it shall be forward-

ed to the Academic Integrity Hearing Committee for a formal hearing.

Formal Hearings

Formal hearings shall be conducted by the Academic Integrity Hearing Committee according to the following guidelines:

- i. In hearings involving more than one accused student, the Chairperson of the Academic Integrity Hearing Committee, at his or her discretion, may permit the hearings concerning each student to be conducted separately.
- ii. The student has the right to be assisted by any advisor he/she chooses, including designated advisors from the College. The advisor may be an attorney; in such cases, the individuals engaging such advice are responsible for any expenses that they incur. Whenever the student decides to have representation at the hearing, he/she must inform the Academic Integrity Officer at least seventy-two (72) hours prior to the scheduled hearing. The student is responsible for presenting his/her own case and, therefore, advisors are not permitted to speak or to participate directly in any hearing before a judicial body. If the advisor attempts to directly participate in the hearing, the advisor shall be directed to leave. If he/she refuses, the hearing shall be discontinued and adjudication left to the discretion of the Academic Integrity Hearing Committee, as applicable.
- iii. The student shall have the privilege of presenting witnesses and engaging in reasonable examination by directing questions to the Chairperson at the hearing. Members of the Academic Integrity Hearing Committee may also engage in the questioning of the parties and witnesses and may also consider evidence from other witnesses and interested parties.

- iv. Pertinent records, exhibits and written statements may be accepted as evidence for consideration by the Academic Integrity Hearing Committee at the discretion of the Chairperson.
- v. All procedural questions are subject to the final decision of the Chairperson of the Academic Integrity Hearing Committee.
- vi. After the hearing, the Academic Integrity Hearing Committee shall determine whether the student has violated each section of the Student Code which the student is charged with violating.
- vii. The Academic Integrity Hearing Committee's determination shall be made on the basis of whether it is more likely than not that the student violated the Student Code.

No student shall be found to have violated the Student Code solely because the student failed to appear at a scheduled hearing. In all cases, the evidence in support of the alleged violation shall be presented and considered.

Sanctions

- a.) Any one or more of the following sanctions may be imposed upon any student found to have violated the Student Code:
 - i. Warning – A notice in writing to the student that the student is violating or has violated institutional regulations.
 - ii. Probation – A written reprimand for violation of specified regulations. Probation lasts for a designated period of time and includes the probability of more severe disciplinary sanc-

tions if the student is found to be violating any institutional regulation(s) during the probationary period.

- iii. Discretionary Sanctions – Work assignments, service to the College or other related discretionary assignments (Such assignments must have the prior approval of the Academic Integrity Officer).
 - iv. Academic sanctions assigned by faculty.
 - v. College Suspension – Separation of the student from the College for a designated period of time, after which the student may apply for readmission to the College. Conditions for readmission may be specified.
 - vi. College Expulsion – Permanent separation of the student from the College. Expulsion requires the approval of the College President.
- b.) More than one of the sanctions listed above may be imposed for any single violation.
- c.) Progressive Discipline – Students who violate the Student Code of Conduct on separate occasions are subject to more severe sanctions with each repeated offense, whether or not the violations may be similar in nature.
- d.) Other than College expulsion, sanctions shall not be made part of the student's permanent academic record, but shall become part of the confidential academic integrity record. Cases involving the imposition of sanctions other than College suspension or expulsion shall be expunged from the student's confidential academic integrity record five (5) years from graduation or last date of attendance.

- e.) In each case in which an Academic Integrity Hearing Committee determines that a student has violated the Student Code, the sanction(s) shall be determined and imposed by the Academic Integrity Officer.
- f.) The recommendations of the Academic Integrity Hearing Committee shall be considered by the Academic Integrity Officer in determining and imposing sanctions. However, the Academic Integrity Officer is not limited to imposing the sanctions recommended by the Academic Integrity Hearing Committee.
- g.) Within five (5) school weekdays following the attainment of an informal resolution, or following the conclusion of a formal hearing, the Academic Integrity Officer shall advise the student in writing of his/her determination and of the sanction(s) imposed, if any, with copies to the appropriate faculty member, Department Head, and Division Dean.

Appeals Procedure for Academic Integrity Matters

- a.) If a matter remains unresolved after a formal hearing with the Academic Integrity Committee and the student wishes to appeal, then the student must submit a written request within ten (10) school weekdays of the Committee's decision. A meeting with the Vice President for Academic Affairs will be arranged. In attempting to resolve the matter, the Vice President for Academic Affairs will request the presence of the involved parties and seek information from them about the claim, evidence, and proposed solutions generated in previous steps of the process. Within fifteen (15) school weekdays of the student's request for an appeal, the Vice President for Academic Affairs will report his/her resolution of the matter to the student in writing, with copies to the appropriate faculty

member, Department Head, Division Dean, and the Academic Integrity Officer.

- b.) If the matter remains unresolved and the student wishes to further appeal, he/she may petition the Student Appeals Committee to hear the case and resolve it. A petition form can be obtained from an Appeals Advisor or from the office of the Vice President for Academic Affairs.
- c.) The Appeals Committee will arrange a hearing no later than ten (10) school weekdays from the date of receiving the petition. The Appeals Committee will provide a copy of the petition to the appropriate faculty member, Department Head, Division Dean, the Academic Integrity Officer, and the Vice President for Academic Affairs.
- d.) The Appeals Committee will receive all written materials from all previous steps in the process, prior to the scheduled hearing, and will listen to the student's arguments as well as relevant witnesses, seeking to ascertain whether there is clear evidence that the student has violated the Student Code.
- e.) The Appeals Committee shall convey its decision to the student in writing within five (5) school weekdays of the date the appeals hearing is held. The Appeals Committee will send copies of its decision to the appropriate faculty member, Department Head, Division Dean, the Academic Integrity Officer, and the Vice President for Academic Affairs.
- f.) The decision of the Appeals Committee shall be final.