

STUDENT CODE OF CONDUCT

Article III, 3. **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 Hearing Committee" means a College committee which is authorized under certain circumstances 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.
- b.) 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.
- c.) The Academic Integrity Hearing Committee shall hear cases at the discretion of the Judicial Affairs Officer. Three members of the committee must

be present for the purpose of conducting a hearing (one person from each constituent group of faculty, administration, and students), one of whom shall be designated as Chairperson of that hearing by the Judicial Affairs Officer.

- g.) Sanctions resulting from an Academic Integrity violation are subject to an appeals process, as detailed in the Student Code of Conduct.

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 Judicial Affairs Officer as well as the appropriate Department Head and Academic Dean are notified each time a suspected violation of academic integrity is reported.

Judicial Procedures

The judicial process for issues involving academic integrity follow the standard judicial process detailed in Article IV of the Student Code of Conduct, with the following exceptions:

- i. a distinct Academic Integrity Hearing Committee will hear these cases, not a Judicial Affairs Hearing Committee;
- ii. only the relevant instructor may accuse a student of Academic Integrity violations;
- iii. Security shall not be called for an Academic Integrity violation;
- iv. the list of concerned parties to be informed of Academic Integrity cases includes the Department Head and the Division Dean;
- v. loss of privileges and restitution shall not be possible sanctions for violations of Academic Integrity;
- vi. the appeals process for Academic Integrity violations follows portions of the process for grade appeals -- it begins on step (f) and continues through step (i) of the grade appeals process, and the findings of the Appeals Committee shall be final for matters of Academic Integrity.