

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.

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 composed of three individuals: a member of the faculty, a student, and a member of the administration. All members shall serve on an annual basis. In consultation with the Vice President for Academic Affairs faculty representatives shall be appointed by the Faculty and Staff Federation, and student representatives shall be appointed by the Student Government Association.
- 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.
- d.) 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 responsible for detecting and reporting any suspected violations of academic integrity. Whenever it is the judgment of a faculty member that a student has actually committed a violation of academic integrity, it is his/her 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. notify the Judicial Affairs Officer 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 follows the standard judicial process detailed in Article IV of the Student Code of Conduct, with the following exceptions:

- i. an Academic Integrity Hearing Committee will hear these cases, not a Judicial Affairs Hearing Committee;
- ii. the list of concerned parties to be informed of Academic Integrity cases always includes the instructor, the Department Head, and the Division Dean.

Sanctions

- a.) Any one or more of the following sanctions may be imposed upon any student found to have committed an academic integrity violation, as defined by the Student Code of Conduct:
 - 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 sanctions 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, disciplinary sanctions shall not be made part of the student's permanent academic record, but shall become part of the confidential disciplinary record. Cases involving the imposition of sanctions other than College suspension or expulsion shall be expunged from the student's confidential disciplinary record five (5) years from graduation or last date of attendance.
- e.) The following sanctions may be imposed upon groups or organizations:
 - i. Warning, Probation, or Discretionary Sanctions, as described above in section (a).
 - ii. Deactivation and loss of all privileges, including College recognition, for a specified period of time.
- f.) In each case in which an Academic Integrity Hearing Committee concludes that a student has violated the Student Code of Conduct, the sanction(s) shall be determined and imposed by the Judicial Affairs Officer.
- g.) The recommendations of the Academic Integrity Hearing Committee shall be considered by the Judicial Affairs Officer in determining and imposing sanctions. However, the Judicial Affairs Officer is not limited to imposing the sanctions recommended by the Academic Integrity Hearing Committee.
- h.) Within five (5) school weekdays following the attainment of an informal resolution, or following the conclusion of a formal hearing, the Judicial Affairs Officer shall advise the student in writing of his/her determination and of the sanction(s) imposed, if any, with copies to the appropriate instructor, Department Head, and Division Dean.

Appeals Procedure

- a.) If the matter remains unresolved and the student wishes to 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 Dean of Students.
- b.) The Appeals Committee shall arrange a hearing no later than ten (10) school weekdays from the date of receiving the petition. The Appeals Committee shall provide a copy of the petition to the appropriate faculty member, Department Head, Division Dean, and the Judicial Affairs Officer.
- c.) The Appeals Committee shall receive all written materials from all previous steps in the process, prior to the scheduled hearing, and shall 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 of Conduct.
- d.) 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 shall send copies of its decision to the appropriate instructor, Department Head, Division Dean, and the Judicial Affairs Officer.
- e.) If a matter remains unresolved after an appeals hearing and the student wishes to further appeal, then the student must submit a written request within ten (10) school weekdays of the Appeals 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 shall 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 shall report his/her resolution of the matter to the student in writing, with copies to the appropriate instructor, Department Head, Division Dean, and the Judicial Affairs Officer.
- f.) The decision of the Vice President for Academic Affairs shall be final.