



# ADMINISTRATIVE PROCEDURES

No. 533.2

MENDOCINO - LAKE COMMUNITY COLLEGE DISTRICT

## ACADEMIC HONESTY GUIDELINES

Honesty in all aspects of academic endeavor is imperative. The District believes that all students must maintain a high level of personal academic integrity. Accordingly, students are expected to avoid any type of dishonesty including, but not limited to the following:

1. Plagiarism- Plagiarism is defined as “the unauthorized use or close imitation of the language and thoughts of another author and the representation of them as one's own original work.” (Dictionary.com 2011). Following are examples of plagiarism:
  - 1.1 Copying someone else's sentences or phrases, either verbatim or paraphrases, and presenting them as original.
  - 1.2. Using another author's ideas, outline of information, or method of presentation without acknowledgment of the source.
  - 1.3. Re-writing a research paper that incorporates significant material from a paper written by another person.
  - 1.4. Submitting a research paper borrowed or purchased from another student or commercial source.
2. Cheating- Cheating includes the use of unauthorized assistance on an assignment or examination. Following are examples of cheating:
  - 2.1 Notes taken into an examination without the permission of the instructor.
  - 2.2 Examination questions recorded and passed on by one student to another.
  - 2.3 Any type of assistance, verbal or other, given by one student to another during an examination.
  - 2.4 Alteration of a graded paper or examination resubmitted for further credit.
  - 2.5 Use of any electronic device during an examination unless permitted by the instructor.
  - 2.6 Alteration of laboratory experiments or results.
  - 2.7 Submission of any work written by someone else and submitted as the student's own work.
3. Fabrication-Fabrication includes presentation to a class or the inclusion in an assignment or examination any data, statistics, interviews or other primary source material manufactured by the student or gathered or recorded in a fraudulent manner. Primary material must be documented according to the instructor's guidelines.
4. Duplication of Assignments - Students may not use a research paper or other project from one course to satisfy the requirements of a second course unless permission is secured from the second instructor in advance.
5. Aiding in Dishonesty - A student is aiding in dishonesty when he or she makes material, information, or opportunity available for another student to use dishonestly.

## CONSEQUENCES OF ACADEMIC DISHONESTY

When an instructor is confronted with evidence of academic dishonesty:

1. The instructor will state, in writing to the student(s) the nature of the infraction and the recommended penalty. A copy of this notice and complete anecdotal documentation will be sent to the Dean of Student Services, and to the appropriate Dean of Instruction.
2. At the discretion of the faculty member, and in consultation with the Dean of Instruction, any of the following steps may then be taken:
  - 2.1 Reassignment of the research paper, exam, or project.
  - 2.2 Assignment of a failing grade for the paper, exam, or project.

Students may appeal a faculty member's decision through the Student Grievance and Due Process procedure. (Board Policy 534 and Administrative Procedure 534.1)

*Adopted: May 6, 1992*  
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*March 5, 2003*  
*November 3, 2011*