



## Administrative Procedure 5505 Academic Honesty

### Resolving Matters of Alleged Academic Dishonesty

Prior to a facilitated discussion as described below, the affected faculty member and student may reach an agreement about the matter and, if dishonesty is involved, may determine the appropriate consequence(s). If no resolution is agreed upon, the matter will be discussed at a facilitated discussion as described below. If no resolution is agreed to by the faculty member and the student the matter will be forwarded to an academic honesty review panel which will determine the outcome of the allegation. A plea of no-contest (i.e., a plea which does not admit guilt but which accepts a particular sanction) is not permitted under this procedure.

### Facilitated Discussion

When a faculty member believes that an incident of academic dishonesty has occurred, he/she should contact the Chief Instructional Officer (CIO). If no agreement has been reached between the faculty member and the student, the CIO may ask the faculty member to contact the student, within a reasonable time, to arrange a date and time to discuss the matter in a facilitated discussion. The CIO will arrange for a facilitator to be present at the meeting to assist in a fair and focused discussion about what may have occurred. The faculty member who reported the matter, the student(s) believed to have violated the policy, and the facilitator are the only participants in a facilitated discussion. These discussions may not be recorded.

The faculty member and student(s) may reach an agreement about the matter during the facilitated discussion and, if dishonesty is involved, may determine the appropriate consequence(s). If no resolution is agreed upon, the matter will be forwarded to a panel which will determine the outcome of the allegation.

### Academic Honesty Review Panel

A meeting with the academic honesty review panel is a continuation of discussion about the matter conducted by a facilitator. The academic honesty review panel will determine whether the student(s) has violated the academic honesty policy. If the panel determines that a violation has occurred, the panel will determine the appropriate penalty for the violation involved, including consequences when appropriate. The composition of the panel shall include three faculty members (Academic Senate President or designee; one faculty member from discipline or closely aligned discipline in which the alleged infraction occurred; and one faculty member as determined by the Academic Senate President and the CIO); the Dean over the discipline or closely aligned discipline in which the alleged infraction occurred; and one student panelist (as determined by the Academic Senate President or designee and the CIO).

Throughout the proceedings described herein, student privacy will be required to the extent possible.

Action Prior to Any Finding

Should a student request a facilitated discussion, the faculty member shall permit the student to complete all required academic work and shall evaluate and grade all work except the assignment(s) involved in the accusation of dishonesty. That faculty member may, however, take any action reasonably necessary to collect and preserve evidence of the alleged violation and to maintain or restore the integrity of exam or laboratory conditions. Requests for a course withdrawal will not be approved unless it is determined that no violation occurred.

Action on Determination of Innocence

If it is determined that no violation occurred, the faculty member shall enter a final grade for that student determined without consideration of the alleged violation. That grade shall be entered on or before the later of: (a) the date on which grades for that class are required by district policy to be submitted to the Registrar; or (b) 10 days following delivery to that faculty member of a notice of the student's final determination of innocence. For this purpose, "final determination" means that agreement is reached between the faculty member and student during a facilitated discussion that dishonesty did not occur, or that a panel concludes that the student did not violate this policy. On final determination, the CIO shall notify the faculty member as provided below in order that the appropriate grade earned may be entered.

Consequence(s) for a First Academic Honesty Violation

Facilitated Discussion – The faculty member and student may reach an agreement about the appropriate consequence(s) for a dishonesty violation keeping in mind that the process should be educational for the student who violated the policy, yet fair to other students who have honestly completed the academic work.

Academic Honesty Review Panel – A student found in violation by the academic honesty review panel must receive either a grade of "F" or the lowest possible grade on the academic work under the grading system for that course. In addition, when the violation is a first offense, one or more of the following consequences must be assigned:

- Final course grade of "F"
- Suspension for a period of one semester other than summer
- Expulsion

On determination of a first violation, the panel may impose additional consequences in addition to the minimums above. If the panel finds that extraordinary circumstances warrant the imposition of a consequence less than the minimums described above, the panel shall state in writing the reasons for the extraordinary circumstances and why the assigned consequence is considered appropriate.

Subsequent Dishonesty Violations

If the student acknowledges a second violation in a facilitated discussion, or a panel finds a second violation of this policy, the consequence shall be permanent expulsion.

Failure to Comply with Consequences

If a student fails or refuses to comply with the requirements or consequences for a dishonesty violation, the CIO may convene a panel whose sole purpose shall be to determine if the student failed or refused to comply with the requirements or consequences assigned. If it is determined that the student did fail or refuse to comply, the panel may impose additional consequences deemed appropriate for the violation.

Board approval: 6/27/06