



## **605 POLICY – Academic Integrity**

### **605.1 Statement of Policy**

Redlands students are expected to conduct themselves according to the highest academic standards and to complete coursework in an honest and ethical manner. Plagiarism, cheating, or other forms of academic dishonesty will not be tolerated and students may receive an “F” grade for the course and be suspended or expelled from the College for repeated violations.

### **605.2 Categories of Behavior**

Due to the highly variable range of teaching environments and uses of technology, it is not possible for this policy to contain and describe every potential violation. Instead, the intent of the policy is to broadly outline the categories of behavior that are prohibited, with representative examples. The procedure section of this document describes the repercussions of violating the guidelines of this policy.

### **605.3 Plagiarism**

Generally, plagiarism is the use of another’s work – including ideas, opinions, data, illustrative material, or media – without properly attributing and citing the source. Plagiarism also includes:

- Using too much of one source, even if properly credited.
- Re-using previously submitted work, even your own, in any class.
- Copying from the Internet without citation.
- Having someone else write a paper or complete an assignment for you.
- Writing a paper or complete an assignment for someone else.
- Sharing any course assignment with another student or allowing another student to view your work outside of the realm of peer review or assigned classroom group work.



#### **605.4 Cheating**

Cheating is any attempt to gain undeserved academic credit for oneself or another, including:

- Copying from another student's test, quiz, assignment, or lab work.
- Allowing another student to copy your work.
- Using an electronic device to access or share information during a test or quiz.
- Obtaining or providing unapproved copies of tests or quizzes (or test/quiz questions).
- Tampering with experimental data or creating data for experiments not performed or conducted.
- Using unapproved materials during any class activity.
- Coercing someone else to complete an assignment or take a test or quiz for you (or doing any of the above for someone else).

#### **605.5 Additional Items of Academic Misconduct**

The following items are also covered under this policy and could be subject to suspension or expulsion, even for a first offense:

- Falsifying college records, forms, or other documents.
- Attempting to bribe faculty or staff to alter a grade.
- Tampering with or destroying the work of other students.
- Accessing computer systems or files without authorization.
- Sharing of Redlands Enterprise Network Credentials with others.

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## 605 PROCEDURE – Academic Integrity

### **605.1:1 Statement of Procedure**

This procedure is intended to define consequences for academic misconduct, the reporting process of violations, and the student appeal process.

### **605.2:1 Consequences for Academic Misconduct**

**For a student’s first violation:** If a professor determines that a student has cheated or plagiarized on any classroom assignment, the professor may deduct points up to a maximum of the full point value for that assignment. Additionally, the professor may require the student to re-do the assignment or recommend other appropriate action.

**For a student’s second violation:** The maximum penalty for a second violation, including in separate courses, is an “F” or “AW” grade for the course where the second violation occurs.

**For any further violations:** The maximum penalty for any further violations, including in separate courses, is suspension or expulsion from the College.

Some violations will not clearly fit in a category described above. In such cases, or when a student has multiple simultaneous violations, the incident should be sent directly to the Chief Academic Officer for review. Additionally, severe violations of this policy may, at the discretion of the Chief Academic Officer, result in course failure, suspension, or expulsion, even if the student has no previous violations.

### **605.2:2 Reporting Process**

The faculty member shall report any violation to their department head. The department head will notify the student of the violation via email, copied to the Chief Academic Officer, including the escalating consequences for repeated violations. Faculty may meet privately with the student to convey this information as well. The Chief Academic Officer will record the student’s name for record keeping in case of future violations. Faculty should maintain evidence of violations for as long as is described in Policy 601 Student Grade Appeals.



If a department head receives notification of a violation for a student who is on record for a previous violation, the department head will notify the student and professor. A reasonable deadline will be provided to both parties to gather and present any evidence to the department head. The department head may schedule a meeting with the student, professor, and Chief Academic Officer (or designee) before reaching a determination.

If a department head receives notification of a violation for a student who is on record for multiple previous violations, the department head will forward the violation to the Chief Academic Officer. The Chief Academic Officer will conduct an investigation, and notify the department head, professor, and student of the final decision.

### **605.2:3 Student Appeal**

If a student feels the judgment was in error, he/she may appeal the decision according to the following:

**For a student's first violation:** The student can meet with the appropriate department head. The department head will collect evidence from the professor and student. The department head will decide to either uphold the professor's sanctions, reduce or remove these sanctions, or in the case of severe misconduct provide sanctions beyond the point value of the disputed assignment. The department head will notify the professor and student of the decision, and this decision is final. In the event the department head is teaching the course, the final decision will rest with the Chief Academic Officer.

**For a student's second or third violation:** As the penalty for second or third violations can result in automatic course failure, the appeal process will fall under Policy 601 Student Grade Appeals.

### **605.2:4 Reversal of Decision or Grade Change**

The Department Head or Chief Academic Officer may not change a grade issued by a professor, unless:

- The Grade Appeal process results in a decision favorable to the student;
- The professor is no longer employed by Redlands Community College;
- The professor is unable to make the grade change but provides written approval.



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