



OKLAHOMA CITY COMMUNITY COLLEGE

**NO. 4016      ACADEMIC INTEGRITY**

- 1.0 Students of Oklahoma City Community College are expected to meet the highest ethical standards in their academic pursuits. Faculty and staff share this responsibility with students to maintain academic integrity.
- 2.0 Any form of academic dishonesty is subject to disciplinary action by the College.
- 3.0 Definitions:
  - 3.1 Working day means any day, excluding Saturday and Sunday, on which the College is open for business, even if classes are not in session.
  - 3.2 Violation of academic integrity: The absence of academic integrity is described as cheating, generally defined as the deception about one's work to others. Such acts may include but are not limited to the following:
    - 3.2.1 Submitting another's work as one's own or allowing another to submit one's work as though it were his or hers.
    - 3.2.2 Several people completing an assignment and turning in multiple copies all represented either implicitly or explicitly as individual work;
    - 3.2.3 Failing to contribute an equal share in group assignments or projects while claiming equal credit for the work;
    - 3.2.4 Using a textbook, notes, or technology tools during an examination without permission of the faculty member;
    - 3.2.5 Receiving or giving unauthorized help on assignment or examinations;
    - 3.2.6 Stealing a problem solution or assessment answers from a faculty member, a student or other sources;
    - 3.2.7 Tampering with experimental data to obtain "desired" results, or creating results for experiments not done;
    - 3.2.8 Creating results for observations or interviews that were not done;
    - 3.2.9 Obtaining an unfair advantage by gaining or providing access to examination materials prior to the time authorized by the faculty member;
    - 3.2.10 Tampering with or destroying the work of others;
    - 3.2.11 Submitting substantial portions of the same academic work for credit or honors more than once without permission of the faculty member;
    - 3.2.12 Lying about these or other academic matters;
    - 3.2.13 Falsifying College records, forms or other documents;
    - 3.2.14 Accessing computer systems or files without authorization;
    - 3.2.15 Plagiarizing (Plagiarism is generally defined as the use in one's work of specific words, phrases, ideas and/or works without giving proper credit.) Specific examples of plagiarism may include but are not limited to the following:
      - 3.2.15.1 Copying and/or presenting the work of others as one's own work, including sources from the Internet.

3.2.15.2 Copying words, even if you cite the sources, unless appropriate quotation is noted.

3.2.15.3 Copying words and then changing them a little, even if you give the source.

3.2.15.4 Copying material from an Internet source without properly citing it.

- 4.0 Any person with a good faith suspicion that a violation of academic integrity has occurred shall report the suspected misconduct to the appropriate faculty member or immediate supervisor in whose area the suspected misconduct occurred.
- 5.0 The primary responsibility for investigating, making determinations and assigning academic sanctions for academic misconduct resides with the faculty member in whose course the suspected misconduct allegedly occurred.
- 6.0 If a faculty member suspects that a violation of the Academic Integrity Procedure has occurred which will result in a reduction of grade on any assignment, exam, or course grade, the faculty member shall notify the appropriate Division Dean. The Division Dean will notify the Associate Vice President for Academic Affairs.
- 7.0 A faculty member who suspects that a violation of the Academic Integrity Policy has occurred shall notify the student in writing of the nature of the alleged violation and schedule a meeting with the student to offer the student the opportunity to discuss the allegation, review any supporting evidence, and offer any relevant information before a determination of violation is made.
- 7.1 The meeting shall take place within 10 working days of the faculty member's discovery of the alleged violation. Exceptions to this requirement can be granted due to extenuating circumstances by the Vice President for Academic Affairs.
- 7.2 The time, place and attendance of this meeting shall be documented.
- 7.3 At this meeting, neither the faculty member nor the student may have legal counsel present.
- 7.4 In determining whether a violation has occurred, the faculty member may rely on documentary evidence and the student will be permitted to review and respond to it in the meeting.
- 8.0 As a result of the actions described in section 7.0, the faculty member may:
- 8.1 Dismiss the allegation; or
- 8.2 Determine that a violation of academic integrity has occurred.
- 9.0 Should a faculty member determine that a violation of academic integrity has occurred, the following actions shall be taken:
- 9.1 The faculty member may record a reduced grade no lower than zero for the assignment, require the student to redo the assignment and/or assign additional work, assign a failing final grade in the class, or recommend other appropriate action. Any action taken shall be reported in accordance with 9.2.
- 9.2 The faculty member shall present in writing (electronic documents are not acceptable) a description of the specific occurrence, any supporting documentation, and the action taken to the appropriate Dean within 10 working days of the determination that a violation has occurred.
- 9.3 The Dean shall review and forward all supporting documentation and his/her recommendations to the Associate Vice President for Academic Affairs within 3 working days.
- 9.4 The Associate Vice President for Academic Affairs shall send the student a certified letter within three working days of receipt of the documentation that verifies that a

report of the incident and the faculty member's actions is on file in the office of the Associate Vice President for Academic Affairs, and notifies the student of the student's right to appeal the determination that misconduct has occurred.

- 10.0 Should a student disagree with the determination of the faculty member, the student may file an appeal in accordance with the Student Appeal of a Grade procedure (Procedure 4030) within 5 working days of the receipt of the certified letter.
- 11.0 The Associate Vice President for Academic Affairs may file an official complaint of a Student Conduct Code violation. The Student Conduct Code is published each year in the Student Handbook.
- 12.0 A record of all related documents and final determination will be archived in the Vice President for Academic Affairs' office indefinitely.

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