

ACADEMIC INTEGRITY CONTRACT

The purpose of this contract is to ensure that students are aware of the college's and the instructor's policies regarding academic integrity. By agreeing to this contract, students acknowledge that they are aware of academic integrity policies, have been provided links to the applicable forms, and are aware of the potential consequences of academic dishonesty. *All members of the college community who suspect academic dishonesty should report it to the instructor of record.*

It is each student's responsibility to abide by the Student Code of Conduct, outlined under Student Rights and Responsibility. These are available in the Saddleback College Student Handbook, which is available electronically at this URL: www.saddleback.edu/media/pdf/handbook.pdf A copy of the handbook is also available for download from the course website under Resources.

Section P of the Student Code of Conduct deals specifically with academic dishonesty, including, but not limited to falsification, plagiarism, cheating or fabrication. The information is summarized briefly here:

CHEATING

Cheating is any act or attempted act of fraud, deception or distortion of the truth by which a student misrepresents mastery or understanding of academic information or material. Cheating includes, but is not limited to:

- Partially, or completely, copying another person's work (including a classmate's) and turning it in as one's own.
- The use of unauthorized sources of information during a test. This would include such items as crib sheets, electronic devices, dictionaries, tests, and/or other aids excluded by the instructor. It also includes any act or the use of any item which would be deemed as cheating by a reasonable person.
- Looking at another student's exam or using another's exam, assignments, or other work, or allowing another student to do so.
- Completing an exam or assignment for another person, or allowing another person to complete any part of an assignment or exam for one's self.
- Altering graded classwork and resubmitting that work for reconsideration.
- Engaging in any kind of unauthorized assistance or communication with another person during an exam.
- Purchasing, copying, accepting, stealing, or otherwise obtaining exam information, assignments or other classwork.

PLAGIARISM

Plagiarism is the inclusion in total or part of another's words, ideas, work, material or data as one's own. Plagiarism includes, but is not limited to:

- Quoting or paraphrasing materials without citing the source in some acceptable manner and submitting those materials as one's own work.

- Copying, using or borrowing another’s ideas, assignments, test answers, labwork, research, report, term paper, computer program, file or data, etc. and submitting it as one’s own work or allowing another student to do so.
- Submitting as one’s own work, work prepared by others or prepared in collaboration with others.
- Reproducing another’s work so closely that any reasonable person would, after careful evaluation of the circumstances, conclude that plagiarism has occurred.

FALSIFICATION/FABRICATION

Any acts of inventing or altering information in order to deceive are considered falsification or fabrication. Falsification or fabrication includes, but is not limited to:

- Inventing and submitting of falsified, fabricated, or fictitious information or falsely attributing the source as coming from another person or material.
- Using another person's identification, falsifying one's identification, or representing one's self as another person.
- Changing official academic records or documents, without going through a proper approval process.
- Knowingly misrepresenting successful completion of prerequisites.

CONSEQUENCES OF ACADEMIC DISHONESTY

The degree of disciplinary action taken will be at the instructor’s discretion and will depend on the nature of the unacceptable behavior or activity. Students have the right to challenge the disciplinary action and may contact the Vice President for Student Services for assistance.

MILD DISCIPLINARY ACTIONS

Students may be given a verbal or written warning about unacceptable behavior or activities. The student may also be advised that all future work will be closely monitored and subsequent unacceptable behavior may be subject to stronger disciplinary action.

STRONGER DISCIPLINARY ACTIONS

- Students may be required to complete additional work, or re-do an assignment.
- A lower grade may be given on the assignment or exam.
- Students may receive a zero or an “F” on that assignment or exam.
- Students may receive an “F” for the course.
- Students may be expelled from the course.
- A request may be made that the Vice President for Student Services suspend or expel the student from the institution.

ACADEMIC DISHONESTY REPORT

For incidents requiring stronger disciplinary actions, an Academic Dishonesty Report will be submitted to the division dean, and the institution, within ten business days of the incident.