



## Pikes Peak State College (PPSC) Educational Procedure

### EP 051 – Academic Honesty

#### Originated:

Unknown

#### Revised:

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#### References:

[CCCS Board Policies & System Procedures](#): BP 4-30 – Student Behavioral Expectations and Responsibilities & SP 4-30a – Student Behavioral Expectations and Responsibilities Resolution Procedure

[PPSC Code of Student Behavioral Expectations and Responsibilities](#)

[PPSC Report Concern or Incident forms](#)

[Educational Procedures - EP 310 Student Concerns](#)

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Jacquelyn Gaiters-Jordan (Oct 4, 2024 14:45 MDT)

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10/04/2024


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***I. Purpose:***

Establish clear expectations, definitions, and processes regarding academic honesty.

***II. Scope:***

This Educational Procedure applies to all PPSC courses.

***III. Procedure:***

**A. GENERAL:**

- Students are expected to conduct themselves according to the highest standards of honesty in the classroom, shop, or laboratory. Failure to do so is grounds for disciplinary action, including suspension or expulsion from Pikes Peak State College.
- Faculty members are responsible for preserving and transmitting academic values in the learning environment and in the example they provide to students. Faculty are expected to instill in their students a respect for academic integrity and a desire to behave honestly; they must also take measures to discourage student academic dishonesty.
- As responsible members of the academic community, students are obligated to maintain basic standards of integrity. They are expected to take an active role in encouraging other members to respect these standards. If students suspect a violation has been committed, they have a responsibility to discuss their suspicion with a member of the faculty or college administration.

**B. FORMS OF ACADEMIC DISHONESTY:**

***Plagiarism***

- a. Plagiarism is the use of distinctive ideas or words belonging to another person without adequately acknowledging that person's contribution. Regardless of the means of appropriation, incorporating another's work into one's own requires adequate identification and acknowledgment unless the material used is considered common knowledge. Plagiarism is unethical because it deprives the true author of the rightful credit and gives that credit to someone who has not earned it. **When the source is not noted, the following will constitute plagiarism:**
  - Word-for-word copying
  - The mosaic (to intersperse a few words of one's own here and there while, in essence, copying another's work)

- The paraphrase (the rewriting of another's work, but still using the same fundamental idea or theory)
  - Fabrication (inventing or counterfeiting sources)
  - Ghost-written material (submitting another's effort as one's own)
- b. The use of artificial intelligence (AI) for any written or spoken graded content is strictly prohibited unless explicitly permitted in writing by the instructor. Students must demonstrate knowledge, understanding, independence, and integrity in their academic work.
- c. The default assumption is that all work submitted for a grade is the student's original effort unless documented otherwise. Collaboration may be expressly allowed on particular assignments by an instructor. Still, the student is ultimately responsible for accurately reporting to the instructor the extent of the assistance they received from others.

### ***Cheating***

Cheating involves intentionally possessing, communicating, using (or attempting to use) unauthorized (by the instructor) materials, information, notes, study aids, or other devices in any academic exercise or communication with any other person during such exercise. Examples:

- Copying from another's paper or receiving unauthorized assistance from another during an academic exercise or in the submission of academic material.
- Using a calculator when it has been specifically disallowed.
- Collaborating with another student or students during an academic exercise without the consent of the instructor.
- Using electronic data sources such as the internet, phone texting, computer IM, or smart devices such as a smartwatch or AI personal assistants without the express consent of the instructor, or in a way expressly forbidden by the instructor.

### ***Fabrication and Falsification***

This is the intentional and unauthorized alteration or invention of any information or citation in an academic exercise. Examples:

- Fabrication involves inventing or counterfeiting information, i.e., creating results not obtained, as in a laboratory experiment.

- Falsification involves altering results and deliberately changing information to suit one's needs.

### ***Multiple Submission***

This is the submission of substantial portions of either written or oral academic work, which has previously earned credit when such submission is made without instructor authorization or documented acknowledgment to the instructor.

### ***Misuse of Academic Materials***

- This is intentionally or knowingly destroying, stealing, or making inaccessible library or other academic resource materials. Examples:
- Stealing, destroying, or tampering with library or reference materials, computer programs, or files.
- Stealing or destroying another student's notes or materials or possessing such materials without the owner's permission.
- Receiving assistance in locating or using sources of information in an assignment where the instructor has forbidden such assistance.
- Illegitimate possession and disposition of examinations or answer keys to tests and examinations.
- Unauthorized alteration, forgery, or falsification of official academic records.
- Unauthorized selling or purchasing of examinations, papers, or assignments. This includes online resources that buy and sell academic work as "inspirational" tools for students.

### ***Complicity in Academic Dishonesty***

This is intentionally or knowingly contributing to the academic dishonesty of another.

NOTE: These examples of academic dishonesty shall not be construed to be comprehensive, and infractions will be dealt with on an individual basis. It is the obligation of each student to assist in the enforcement of academic standards; infractions—whether by students or faculty—should be first brought to the attention of the instructor.

## C. REPORTING AND APPEALS

### *Reporting an Infraction*

- a. If any member of the academic community believes that the PPSC Code of Student Behavioral Expectations and Responsibilities has been violated, **the infraction should be reported to the course instructor.** The instructor will then meet with the student, present evidence of the infraction, and request an explanation.
  - If the instructor believes that the evidence of the infraction is sufficient to warrant a penalty, they must impose the penalty as stated in their course syllabus, up to a grade of zero (or an “F”) **for that assignment/examination.**
  - If the instructor deems it appropriate to lower the course grade to an “F,” they may do so after consultation with a division dean.
- b. Students who engage in academic dishonesty are subject to academic consequences as determined by the instructor and consideration of disciplinary action by the Dean of Students. Therefore, **instructors must report all confirmed infractions to their respective Associate Dean/Executive Dean and Dean of Students.** To send a report to the Dean of Students, go to PPSC Report a Concern or Incident. The Dean of Students will consider appropriate disciplinary action in accordance with the CCCS Student Disciplinary Procedure (SP 4-30).

### *Repeat Offenders*

Upon notification of an offense, the Dean of Students will identify repeat offenders. After consultation with the instructor and Associate Dean or Executive Dean, the Dean of Students will meet with the student to allow them to be heard in the matter. Subsequently, the Dean of Students may impose disciplinary sanctions, up to and including suspension or expulsion from the college, in accordance with the CCCS Student Behavioral Expectations and Responsibilities Resolution Procedure (SP 4-30A).

### *Due Process and Appeal*

Students accused of academic dishonesty have the right to due process, as outlined below:

- If the alleged infraction cannot be resolved between the student and instructor, the student may appeal the instructor’s decision to the Chair of that department (if appropriate) and the Associate Dean/Executive Dean of that division via the Academic Concern Procedure in EP-310: Student Concerns.

- If the student wishes to appeal the Dean of Students' disciplinary action decision, appeal procedures are available in the CCCS Student Behavioral Expectations and Responsibilities Resolution Procedure (SP 4-30A).

#### D. DISCIPLINARY RECORDS

Disciplinary records are maintained by the Dean of Students, consistent with the provisions of the Family Educational Rights and Privacy Act of 1974. They will be separate from students' academic records but considered part of their educational records. Grade changes and Academic Concerns are maintained in the division.

#### E. EDUCATION

It cannot be assumed that students come to PPSC with a complete understanding of the importance of academic honesty and integrity; therefore, education is essential to developing their knowledge of these standards. Toward this end,

- The Academic Honesty Procedure will be published in all college catalogs, student academic handbooks, and the college web site.
- The Institutional Syllabus will contain material about Academic Honesty, Plagiarism, and Student Conduct, with links to more in-depth information. In addition, a link to the Institutional Syllabus will be contained in the course syllabus required in every class.
- Instructors will state in their course syllabi the documentation format they require (i.e., MLA, APA, etc.) and any additional policies they may have (i.e., cell phones turned off during tests, no AI, etc.). In addition, instructors will detail collaboration that is allowed on a per-assignment basis and require the student to document the work resulting from that collaboration.
- Instructors who teach English as a Second Language (ESL) will emphasize these academic honesty policies to their students who may be unfamiliar with the policies of US institutions.
- Instructors in all courses, particularly in Career Start, Supplemental Academic Instruction (SAI), and 1000-level courses, will discuss the college policy, the Forms of Academic Dishonesty (see B. above), and possible sanctions in detail during the first week of classes.

- The Learning Commons will maintain anti-plagiarism educational resources for students and provide additional instruction as requested on proper documentation, format, etc.














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