

ACADEMIC HONESTY POLICY 3354:2-61-01

(Approved 4/13/04)

Honesty, as the basic component of trust, is essential to both individual and institutional integrity. Lakeland Community College has set forth certain behaviors as violating academic honesty and, thus, potentially diminishing Lakeland's integrity, reputation for academic quality, and ability to function as an academic community. The institution's faculty and administration therefore regard academic dishonesty as a serious offense.

ACADEMIC HONESTY PROCEDURE SS61-01

(Approved 5/9/06)

The following are established as violations of academic honesty at Lakeland Community College:

(A) Definitions

- (1) Cheating and Facilitating Cheating:
 - (a) Using, attempting to use, or assisting in the use of an aid in any academic assignment.
- (2) Plagiarism:
 - (a) Representing, in an academic assignment, another person's words or ideas without citing appropriate credit.
- (3) Falsification in Academic Research (Fabrication):
 - (a) Intentionally inventing or falsifying information for a research project or academic assignment.

(B) Procedures

- (1) Procedures in cases of academic dishonesty will normally begin with the individual instructor who has reason to believe an incident of academic dishonesty has occurred.
- (2) The instructor must first review the information and determine whether there is sufficient reason to proceed with the charge of academic dishonesty.
- (3) If the instructor decides to proceed, he/she must obtain an Academic Honesty Incident Report Form from the Office of the Dean of Student Development. The Dean will, at that time, ascertain if there is a prior record of academic dishonesty. If the student withdraws from class, this procedure will continue as outlined below.
 - (a) If this is the first recorded incident of academic dishonesty, the instructor will, in a timely manner, present the evidence and form to the student and ask for an explanation.
 - (i) If the student admits guilt, and is willing to accept the instructor-imposed sanction, both the instructor and student will sign and date the form. The instructor will decide the sanction within the scope of his/her authority, as limited within the confines of class i.e. reduction of grade for the pertinent assignment, failure of the assignment or failure of the course. (Since dismissal and suspension from the class or school are outside the instructor's purview, the instructor may not impose these sanctions.) Copies of the signed and dated form will be given to the student, instructor and Division Dean. The Dean of Student Development will maintain the original form and evidence in a permanent file.

- (ii) If the student maintains his/her innocence, refuses to accept the instructor-imposed sanction or refuses to sign the Academic Honesty Incident Report Form, then the instructor should follow the procedure under Step 4, below.
- (b) If there is a previous record of academic dishonesty, the instructor should follow the procedure under Step 4, below.
- (4) If there is a previous record of academic dishonesty, or
 - (a) if the student maintains his/her innocence, or
 - (b) if the student refuses to accept the instructor imposed sanction, or
 - (c) if the student refuses to sign the Academic Honesty Incident Report Form
 - (i) the instructor will refer the case to the Dean of Student Development. The Dean will contact the student and meet with him/her to review the student's rights and responsibilities under the Academic Honesty Policy and Procedure. Within ten days of this meeting, the Dean will convene an Academic Honesty Panel to conduct a hearing on the charge and evidence in accordance with the disciplinary hearing procedures, described in Section C, below. The Academic Honesty Panel is empowered to recommend disciplinary sanctions as described in Section D. Time limits for scheduling of Academic Honesty Panel hearings may be extended at the discretion of the Dean of Student Development .

(C) Hearing Guidelines

- (1) Students must be informed of the hearing date and the specific charges against them at least five (5) days prior to the hearing.
- (2) The Academic Honesty Panel (consisting of three faculty members and two students) will be established ad hoc by the Dean of Student Development in cooperation with Lakeland Student Government and the Lakeland Faculty Association. The Dean of Student Development (or his/her designee) will preside as chairperson (as a non-voting member) at all hearings.
- (3) The respondent and complainant may be assisted at the hearing by an advisor, at their own expense (the advisor may not be a witness). In all cases, the role of the advisor is limited to providing support for the respondent or the complainant. Advisors are specifically prevented from presenting information or answering questions in the place of the respondent or complainant, or asking information from or questioning any of the following: the witness, the complainant faculty member, the respondent, or any member of the hearing panel.
- (4) In hearings involving more than one accused student, the Dean of Student Development, at his or her discretion, may permit the hearings concerning each student to be conducted together or separately.
- (5) The Academic Honesty Panel must call all witnesses to testify at the hearing.
- (6) All hearings will be closed. Only the complainant, panel, respondent, and advisors will be permitted.
- (7) In the case of online or distance education, administrative hearing may be conducted via electronic media such as telephone, web cam, or video conferencing.
- (8) Any persons, including the respondent, who either disrupt the hearing or fail to comply with its orderly proceedings may be excluded by the presiding officer and the hearing carried on without his/her being present.

- (9) There shall be a single official verbatim record, in the form of a tape recording, of all hearings before the Academic Honesty Panel. The record shall be the property of the college. Copies of the tapes will be provided to the student involved in a case at his/her expense.
- (10) The burden of proof resides with the complainant who must establish the guilt of the respondent by the preponderance of evidence.
- (11) The presiding officer shall not apply formal (legal) rules of evidence to the hearing proceedings. He/she shall admit all evidence a responsible person would accept as having value in ascertaining the truth of the allegation. Unnecessary repetitions or irrelevant evidence (presented by either party) may be excluded by the presiding officer.
- (12) Both parties shall be provided the opportunity to question all witnesses.
- (13) Written testimony or affidavits shall be admitted only if the witness cannot appear or if there is sufficient reason to warrant it (as determined by the presiding officer). Such testimony will be admitted only when it is signed and dated by the witness himself/herself and witnessed by a college faculty member or administrator, or supervisory professional.
- (14) Determination of guilt will be made in a closed session of the Academic Honesty Panel with full consideration of all written documentation and verbal testimony. Determination of guilt shall be by majority vote of the panel.
- (15) Determination of guilt by a majority vote of the panel will be followed by a supplementary proceeding in which each party may participate to provide evidence or make presentations concerning the appropriate sanction to be imposed. The past academic disciplinary record of the respondent must be provided for the panel at the time of the supplementary proceeding and not earlier. The recommendations of the panel shall be determined by majority vote.
- (16) The sanctions recommended by the panel are considered as strong guidelines to the Dean of Student Development who will communicate his/her decision to the student, complainant, and panel within ten (10) working days (excluding any academic holidays) after the hearing.

(D) Sanctions

- (1) One or more of the following sanctions may be imposed upon any student found to have violated the Academic Honesty Policy:
 - (a) Warning - a notice in writing to the student that the student is violating or has violated institutional regulations.
 - (b) Probation - a reprimand for a violation of specified regulations for a designated period of time. Probation includes the probability of more severe disciplinary sanctions if the student is found to be violating the Academic Honesty Policy and Procedure during the probationary period.
 - (c) Loss of Privileges - denial of specified privileges for a designated period of time, (i.e., testing center privileges).
 - (d) Discretionary sanctions - work assignments, service to the college or other related discretionary assignments (such assignments must have the prior approval of the Dean of Student Development.)
 - (e) College Suspension - separation of the student from the college for a definite period of time, after which the student is eligible to return. Conditions for re-admission may be specified.
 - (f) College Expulsion - permanent separation of the student from the college. This sanction will be made part of the student's permanent record and will be printed on the student's academic transcript.

- (2) More than one of the sanctions listed above may be imposed for any single violation.
- (3) Other than college expulsion, disciplinary sanctions shall not be made part of the student's permanent academic record, but shall become part of the confidential record maintained by the college.

(E) Appeals

- (1) A decision and sanction recommended by the Academic Honesty Panel and imposed by the Dean of Student Development may be appealed by accused students or complainants to the Executive Vice President and Provost and Dean of Faculty within five (5) working days of the decision. Such appeals shall be in writing and shall be delivered to the Executive Vice President and Provost and Dean of Faculty with a copy to the Dean of Student Development or his/her designee.
- (2) An appeal shall be limited to review of the official record of the initial Academic Honesty Panel hearing and supporting documents for one or more of the following purposes:
 - (a) To determine whether the original hearing was conducted fairly in light of the charges and evidence presented, and in conformity with the Academic Honesty Policy.
 - (b) To determine whether the decision reached regarding the accused student was based on the evidence, that is, whether the facts in the case were sufficient to establish that a violation of the Academic Honesty Policy had occurred.
 - (c) To determine whether the sanction(s) imposed were appropriate for the violation of the Academic Honesty Policy, which the student was found to have committed.
 - (d) To consider new evidence, sufficient to alter a decision, or other relevant facts not brought out in the original hearing, because such evidence and/or facts were not known to the person appealing at the time of the original hearing.
- (3) In cases where the sanctions were imposed immediately by the Dean of Student Development, the sanction(s) will not take effect until after the appeal is reviewed by the Executive Vice President and Provost and Dean of Faculty.
- (4) In cases involving appeals by students accused of violating the Academic Honesty Policy, the Executive Vice President and Provost and Dean of Faculty may, upon review of the case, reduce, but not increase, the sanctions imposed by the Dean of Student Development.
- (5) Any question of interpretation regarding the Academic Honesty Policy and Procedure shall be referred to the Executive Vice President and Provost and Dean of Faculty or his/her designee for final determination.
- (6) In all cases, the decision of the Executive Vice President and Provost and Dean of Faculty shall be final and copied to all parties involved, - - the complainant, respondent, and panel.