

ACADEMIC HONESTY POLICY

Harper College is strongly committed to the promotion of high ethical standards. Such standards can best be accomplished in an environment where honesty and integrity are practiced. For this reason the College strongly condemns academic dishonesty. Academic dishonesty includes cheating, plagiarism or other improper appropriation of another's work as one's own and falsifying records to advance one's academic standing.

Cheating includes but is not limited to copying answers, stealing and/or disseminating tests or answer keys, using someone else's data in preparation of reports or assignments, and assisting others in such practices.

Plagiarism involves the presentation of another person's words, ideas, or work as one's own. It includes but is not limited to copying any material (written or non-written) without proper acknowledgement of its source, and paraphrasing another's work or ideas without proper acknowledgement.

Falsifying records includes but is not limited to falsifying or improperly altering college records and documents, or knowingly supplying false or misleading information to others (e.g. the College, other educational institutions, or prospective employers).

Any form of academic dishonesty as defined by the faculty member or department is a serious offense requiring disciplinary measures. Discipline for academic dishonesty involving a specific course shall be first determined by the instructor of the course and may include failure of the specific assignment, project or test, or failure of the course. The student may appeal the instructor's decision in accordance with the College's Student Academic Complaint Procedures. In cases of academic dishonesty the faculty assigned grade supersedes a student-initiated withdrawal. In cases where disciplinary measures beyond course failure may be deemed appropriate by the instructor, or dishonesty that is not related to a specific course, the student may be disciplined in accordance with the Student Conduct Policy with the appropriate vice president involved in the decision.

ACADEMIC HONESTY BREACH PROCEDURES

When a student violates College policy on academic honesty in a College course, the instructor of the course is encouraged:

1. To take action to reduce the student's grade(s) for the specific assignment, test or course and forward to the Vice President of Student Affairs on a form provided, a report on the student about the incident(s) of academic dishonesty, with copies for the teacher and student and/or
2. Pursue a formal complaint under the student conduct policy.