

Student Academic Integrity Policy Statement

The faculty and administration of Los Angeles Pierce College are committed to the belief that honesty and integrity are integral components of the academic process. The College expects students to be honest and ethical at all times in their pursuit of academic goals. Students who violate the code of academic conduct by which the College maintains its academic integrity will be dealt with in a manner reflecting the seriousness of these violations.

- I. Violations of academic honesty and integrity occur when a student participates in any act in which he/she uses deception or fraud while performing an academic activity. Violations include, but are not limited to, the following:
 - Using study aids such as calculators, tape recorders or notes, when not authorized by the instructor.
 - Cheating on examinations, assignments or experiments (allowing another student to copy one's answers or copying the answers of other students; exchanging information by any means, including verbal exchanges, sign language, hand signals, secret codes, passed notes, creation of a distraction for the purpose of cheating; changing answers on a previously scored test, assignment or experiment; inventing information and/or data.)
 - Allowing another student to assume one's identity in order to fulfill an assignment or take a test.

- Submitting for a grade the words, ideas, and/or written work (including laboratory notes and drawings) of another person without giving due credit to that person. This includes purchased papers or papers written by other students.
- Falsifying or attempting to falsify attendance records and/or grade rosters.
- Conspiring with other students to commit any of the above behaviors.

- II. Consequences for any offense against academic honesty and integrity may include:

- An "F" or a "0" on the examination or assignment.
- Suspension from the class and other sanctions and/or penalties authorized by the Board of Trustees for violations of the District Code of Conduct.
- A record of the student's violation placed in the student's disciplinary file.

- III. Student's Right to Appeal

Students have the right to appeal disciplinary actions through the Board of Trustees Discipline procedures. A final grade may be contested through the student grievance procedures.

- IV. Reporting a Violation

When an alleged incident of academic dishonesty occurs, it is recommended that a faculty member take the following steps to report the incident:

- a) Inform the student and the department chair of the nature of the alleged violation and the impending course of action.

- b) Complete the Academic Dishonesty Report Form and submit it, along with any related evidence, to the V.P. of Student Services. The student should also receive a copy of the form from the instructor within ten (10) working days of the incident.
- c) The V.P. of Student Services will forward information about the incident to the Department Chair and the appropriate Dean of Academic Affairs.
- d) The V.P. of Student Services or designee will investigate the allegations and recommend any appropriate disciplinary actions.

- V. Faculty Responsibilities

In order to maintain an environment free of academic dishonesty, the following recommendations are made to the faculty regarding their responsibility to uphold academic integrity:

Make every attempt to conduct their classroom in a manner which encourages honorable behavior and learning, to ensure student success and discourage academic dishonesty.

Inform students of the course requirements, grading procedures and expectations of responsible academic conduct.

Inform students of the College policy on Academic Integrity and the potential consequences for violations of this policy.

Inform students of their right to due process should they wish to contest the cheating allegation.