

# AP402 Academic Code of Conduct

**Associated Board Policy:** 402.00

**Procedure Owner:** Vice President of Academic Affairs

**Related Procedures:** Student Code of Conduct

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## I. Procedure Scope and Purpose

This procedure applies to all students who enroll in courses at Cowley College.

Cowley College is committed to instilling in its students a high level of academic integrity. Integrity in and outside the classroom is a definite expectation. Students who compromise the integrity of the academic process are subject to disciplinary action by the college.

Honesty in any college class is critical to student success. The college is committed to maintaining the highest ethical standards possible related to student academic performance in all classes, regardless of delivery mode.

When students are given access to the college course software, they are expected to keep confidential their usernames and passwords, and to never allow anyone else to log into their account. Sharing access or passwords to the course software is considered a breach of academic integrity and could result in being removed from a class. When one logs into the online course software, they do so with the understanding and agreement to produce their own work, independently complete course activities, and to take course exams, tests or quizzes without the assistance of others.

Students who allow others to complete course work, quizzes, and examinations are considered to be in academic integrity violation and could result in the assignment of an "F" grade for the course or expulsion from the college. In addition, this type of dishonesty can result in formal disciplinary action being taken against the student by the college. These procedures are fully explained in this procedure. If students have any questions about the work in any course, they should ask the instructor for guidance.

Working in study groups or teams can be beneficial, but one needs to be very careful of limitations and expectations. Students are advised to check the course syllabus carefully to determine if group work is acceptable and the level of collaboration allowed, whether in person or online, as both are considered equal. If students work with others or share answers with others without explicit authorization from an instructor, they run the risk of collusion and may face academic penalty.

Any Cowley College student who assists another student in an act of academic dishonesty will be subject to disciplinary action whether or not the complicit student is enrolled in the class for which

the dishonest act occurred. The complicit student will be notified by the Academic Affairs Office that they have been involved with an academic integrity issue and subject to disciplinary action.

## II. Definitions

The following definitions explain issues that are considered academic integrity violations.

*Cheating* – Cheating involves the possession, communication, or use of information, materials, notes, study aids, or other devices not authorized by the instructor in any academic exercise, or communication with another person during such an exercise.

- A. Examples of cheating include, but are not limited to, the following:
  - a. Use and/or possession of unauthorized material or technology during an examination (any written or oral work submitted for evaluation and/or grade), such as tape cassettes, note tests, calculators, cell phones, or computer programs.
  - b. Obtaining assistance with or answers to assessment questions from another person with or without that person's knowledge.
  - c. Furnishing assistance with or answers to assessment questions to another person.
  - d. Possessing, using, distributing, or selling unauthorized copies of an examination, or computer program.
  - e. Representing as one's own an assessment, paper, or project completed by another person.
  - f. Taking an examination in place of another person or turning in another's work on a paper or project.
  - g. Obtaining unauthorized access to the computer files of another person or agency, and/or altering or destroying those files.

*Complicity in academic dishonesty* – Complicity involves contributing to another's acts of academic dishonesty. If a student is ever in doubt about the specific guidelines governing individual or group work with respect to a particular course or assignment, they should ask the instructor for clarification.

*Fabrication* – Fabrication involves inventing or counterfeiting information, i.e., creating results not obtained in a study or laboratory experiment.

*Falsification* – Falsification involves the deliberate alteration or changing of results to suit one's needs in an experiment or other academic exercise.

*Multiple submission* – This is the submission of academic work for which academic credit has already been earned, when such submission is made without instructor authorization.

*Misuse of academic materials* – There are many aspects of this definition.

- A. Examples of the misuse of academic materials includes, but is not limited to, the following:
  - a. Stealing or destroying library or reference materials or computer programs.

- b. Stealing or destroying another student's materials in one's possession without the owner's permission.
- c. Receiving assistance in locating or using sources of information in an assignment when such assistance has been forbidden by the instructor.
- d. Illegitimate possession, disposition, or use of examinations or answer keys to examinations.
- e. Alteration, forgery, or falsification of academic records.
- f. Sale or purchase of examinations, papers, or assignments.

*Plagiarism* – Plagiarism is the use of another person's distinctive ideas or words without acknowledgment. The incorporation of another person's work into one's own requires appropriate identification and acknowledgment, regardless of the means of appropriation.

- A. The following are considered to be forms of plagiarism when the source is not noted:
  - a. Word-for-word copying of another person's ideas or words.
  - b. Submitting another's published or unpublished work, in whole, in part, or in paraphrase, as one's own without fully and properly crediting the author with footnotes, citations or bibliographical reference.
  - c. Submitting as one's own, original work, material obtained from an individual or agency without reference to the person or agency as the source of material.
  - d. Submitting as one's own, original work, material that has been produced through unacknowledged collaboration with others without release in writing from collaborators.

### **III. Procedure**

The college is committed to academic integrity; students must take this issue very seriously. The intent of this procedure is not one of punishment but rather the promotion of ethical, professional, and honest behaviors. However, if an academic code of conduct violation is found, this procedure was developed to provide a consistent method for institution action. Students who are unclear about the rules governing any aspects of academic integrity should ask the instructor for clarification or guidance.

The Academic Affairs Office shall track all reported academic integrity violations at the college.

A student cannot withdraw from any course if an academic integrity violation has been reported and this procedure is being processed by faculty or administrators.

*Warning:* Instructor may issue a warning to the student for suspected violation when evidence is in question or as a learning opportunity for student to correct practices. Warnings will not count against the students record but will be recorded with the Academic Affairs office using the Academic Integrity Violation Form.

*First Violation and Resolution:* The student's first violation at the college will result in a zero for the assignment. The student will be notified of the violation by the Academic Affairs Office and reminded about the importance of academic integrity at this institution. If a student was complicit in the event and not enrolled in the course where the violation occurred, they will be notified of the importance of academic integrity and seriousness of the violation.

*Second Violation and Resolution:* The student's second violation at the college will result in an XF grade for the course. The student will be notified of the violation by the Academic Affairs Office and reminded about the importance of academic integrity at this institution. If a student was complicit in the event and not enrolled in the course where the violation occurred, they will be notified of the importance of academic integrity and seriousness of the violation.

The "XF" grade is noted on the student transcript and denotes a failing grade due to a violation of the academic integrity policy. It is possible to have the XF grade changed to an "F" if desired by the student. To have the "XF" grade removed from his or her transcript, the student must perform twenty hours of community service and successfully complete a project as assigned by the Vice President of Academic Affairs on academic honesty by the end of the following semester. The community service will be arranged through A.C.E.S. and will be completed at the discretion of the A.C.E.S. sponsor. If completed, the A.C.E.S. sponsor will notify the Academic Affairs Administrator who will change the grade when the academic integrity project is completed. The academic affairs office may keep internal records that show the student received an "XF" grade that was later converted to an "F" after completion of the required community service and short course on academic honesty. An "XF" grade cannot be removed by using the Academic Fresh Start procedure.

*Third Violation and Resolution:* The third offense of academic misconduct will result in administrative withdrawal from the institution for a period of one academic year. After the one-year time has elapsed, a student may request to be reinstated and allowed to re-enroll at the College, pending recommendation and approval from the Academic Affairs Administrator.

Some academic offenses may not fully follow the previously mentioned definitions. As such an Academic Administrator is authorized to investigate all incidences and act accordingly, with punishment up to expulsion from the college.

*Due Process:* The student so affected by an academic integrity violation and disciplinary action shall have the right of appeal through the academic affairs office. Students suspected of academic misconduct, whether acknowledging involvement or not, shall be allowed to continue the course without prejudice pending disciplinary actions. The student must notify the Vice President of Academic Affairs, in writing, within five days of the event. An appeal hearing committee will be appointed by the Vice President of Academic Affairs which will include two faculty members, the faculty member's department chair, and others as deemed necessary. The appeal committee will convene within five days. Students will receive written notification of the appeal decision within five days of the hearing. The appeal committee decision is final.

If an academic integrity issue is suspected, the faculty member shall:

- A. Inform the student without unnecessary delay of the alleged violation and provide the student the opportunity to respond before taking any action. Immediately notify the Registrar and the Academic Affairs Office that there is a suspected case of academic dishonesty.
- B. If convinced that a violation occurred, the following should be done:
  1. Complete an "Academic Integrity Violation" form and send it to the Academic Affairs Office and department chair. Supporting evidence, when present, must be included with the form. If two students are involved in the incident, a form must be completed for each person.
  2. If a student was aided in the academic integrity violation by a student who is or is not in the class (complicit), the instructor must also complete an "Academic Integrity Violation" form for that student as well, and forward it to the Academic Affairs Office and department chair.
  3. The student shall receive a zero score for the assignment/assessment.

When an "Academic Integrity Violation" form is received by the Academic Affairs Office, the following steps shall be followed:

- A. Review the information and supporting documentation. Seek clarification from faculty member as needed, and proceed if in concurrence with the violation.
- B. Ascertain if the involved student has other academic integrity violations.
- C. If this was a first time violation, complete the following:
  - a. Enter information in the administrative tracking system.
  - b. Notify student via certified letter of the academic violation and the importance of academic integrity at this institution.
  - c. Notify reporting faculty member that this was the first violation for the student.
- D. If this was the second violation, complete the following:
  - a. Enter information in the administrative tracking system.
  - b. Notify Registrar of situation and change the grade in class to "XF."
  - c. Notify student via certified letter of the second academic violation, the importance of academic integrity at this institution, grade change of "XF" and how it can be potentially removed, and that the third offense results in a one year expulsion from the college. The student must also complete an academic integrity project as determined by the Academic Affairs administrator.
  - d. Notify reporting faculty member that this was the second violation for the student.
  - e. Notify A.C.E.S. sponsor that the student must complete service learning hours an academic integrity project.
  - f. If at a later date, and after notified by the A.C.E.S. sponsor that the student completed twenty hours or the required number of community service hours for the academic integrity project, and request the Registrar to change the "XF" to an "F" grade.
- E. If this was the third violation, complete the following:
  - a. Enter information in the administrative tracking system.

- b. Notify Registrar of violation and change the grade in class to “XF” and all other courses to “WA” which denotes an administrative withdrawal. Request the Registrar to block all enrollment for one year.
  - c. Notify student via certified letter of the third academic violation, expulsion for one year, and that a formal request must be submitted and approved through the Academic Affairs Administration before re-enrollment can occur.
  - d. Notify reporting faculty member that this was the third violation for the student.
- F. If an academic integrity violation discipline appeal is received by the Vice President for Academic Affairs, he or she shall:
- a. Within five days of the written student request, convene an appeal committee comprised of the following members:
    - i. Vice President of Academic Affairs;
    - ii. Two faculty members;
    - iii. Reporting faculty member’s department chair;
    - iv. And others as deemed necessary.
  - b. The Vice President of Academic Affairs will send written notification of the appeal decision within five days of the hearing. The appeal committee decision is final.

**IV. Effective Date(s)**

This procedure first became effective April 1, 2014. Revised October 12, 2021

**V. Signature and Title**



Title: Vice President for Academic Affairs

**COWLEY COLLEGE**  
**ACADEMIC INTEGRITY VIOLATION FORM**

**Faculty Member Section**

Warning Only       Documented Violation

Last name: \_\_\_\_\_ First name: \_\_\_\_\_ Cowley College ID: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Course affected: \_\_\_\_\_ Course number and section: \_\_\_\_\_ Date of offense: \_\_\_\_\_

- Type of offense:
- |                                                            |                                                       |
|------------------------------------------------------------|-------------------------------------------------------|
| <input type="checkbox"/> Cheating                          | <input type="checkbox"/> Multiple Submission          |
| <input type="checkbox"/> Complicity in Academic Dishonesty | <input type="checkbox"/> Misuse of Academic Materials |
| <input type="checkbox"/> Fabrication                       | <input type="checkbox"/> Plagiarism                   |
| <input type="checkbox"/> Falsification                     | <input type="checkbox"/> Other Type of Violation      |

Explanation (and attach supporting documentation): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Warning Only:**

- Email a copy of this form with explanation completed to [AIV@cowley.edu](mailto:AIV@cowley.edu).

**Documented Violation:**

- Inform the student without unnecessary delay of the alleged violation and provide the student the opportunity to respond. However, you must immediately email [AIV@cowley.edu](mailto:AIV@cowley.edu) that you are reporting a suspected case of academic dishonesty so class withdrawal option is blocked.
- Forward copy of this form and supporting documents to [AIV@cowley.edu](mailto:AIV@cowley.edu), one copy to your department chair, and retain a copy for your personal records.
- Record a zero score in the gradebook for the assignment/assessment.

Instructor's signature: \_\_\_\_\_ Date: \_\_\_\_\_

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**For Office Use by Academic Affairs**

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|--------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> Warning<br>*Enter in admin tracking | <input type="checkbox"/> First<br>*Enter in admin tracking<br>*Send letter<br>*Notify teacher of disposition | <input type="checkbox"/> Second<br>*Enter in admin tracking<br>*Send letter<br>*Change grade to "XF"<br>*Notify teacher of disposition<br>*Project Assigned<br>*Notify A.C.E.S. Sponsor | <input type="checkbox"/> Third<br>*Enter in admin tracking<br>*Send expulsion letter<br>*Change grade to "XF" and all other grades to "WA"<br>*Notify teacher of disposition |
|--------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

Academic Affairs Administrator: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/20\_\_\_\_

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**For Office Use by Vice President of Academic Affairs (if Appealed)**

Date of appeal request: \_\_\_\_\_ Date of appeal: \_\_\_\_\_ Date student notified of decision: \_\_\_\_\_

**Members of appeal committee:**

- Reporting faculty member: \_\_\_\_\_
- Department chair: \_\_\_\_\_
- Two other faculty members: \_\_\_\_\_

**Disposition of appeal:**

- Denied (notify student)
- Approved (notify student and other parties as needed)

Vice President of Academic Affairs: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/20\_\_\_\_