



ACADEMIC INTEGRITY

As a student at Cabrillo College, you join a community of scholars who are committed to excellence in teaching and learning. We expect students to pursue their studies with integrity and honesty. Therefore, all students should know that incidents of academic dishonesty are taken very seriously. When students are caught attempting to obtain passing grades by fraudulent means, a process is begun that may result in severe consequences. It is important to your academic success that you know what constitutes academic dishonesty at Cabrillo College.

The two most common kinds of academic dishonesty are cheating and plagiarism.

Cheating is the act of obtaining or attempting to obtain credit for academic work through the use of dishonest, deceptive or fraudulent means.

Plagiarism is representing the work of some one else as your own and submitting it for any purpose.

It is your responsibility to know what constitutes academic dishonesty, which is typically covered in every class syllabus. If you are unclear about a specific situation, speak to your instructor. Violating the academic integrity policy can lead to disciplinary consequences and impact your student status at Cabrillo.

Consequences of Academic Dishonesty

Both academic and/or administrative sanctions will be applied in cases of academic dishonesty.

Academic consequences may include:

- Receiving a failing grade on the test, paper or exam
- Having your course grade lowered
- Being dropped from the course
- Being referred to the Dean of Student Services for conduct

Administrative consequences may include:

- Being placed on disciplinary probation ; and
- Completing a class on academic dishonesty; or
- Being suspended or expelled

The Office of the Dean of Student Services maintains a record of students who have engaged in academic dishonesty. A copy of the Cabrillo College Student Rights and Responsibilities Handbook (AR 5500) is available online at <http://go.cabrillo.edu/studentrights>

The following list exemplifies some of the activities defined as academic dishonesty:

Cheating

- ◇ Copying, in part or in whole, from someone else's writing, test, exam, project, or paper;
- ◇ Submitting work presented previously in another course, unless approved by the instructor;
- ◇ Altering or interfering with grading;
- ◇ During an exam or other class activity, using or consulting any sources, electronic equipment, including cell phones and PDAs, or materials unless approved by the instructor; or
- ◇ Committing other acts that defraud or misrepresent.

Plagiarism

- ◆ Incorporating the ideas, words, phrases, sentences, paragraphs or parts of another person's writings, without giving appropriate credit, and representing the product as your own;
- ◆ Representing another's artistic or scholarly works such as musical compositions, computer programs, photographs, paintings, drawings or sculptures as your own;
- ◆ Submitting a paper purchased from a research or term paper service, including the internet; or
- ◆ Undocumented web source usage.

Other Specific Examples of Academic Dishonesty

- * Purposely allowing another student to copy from your paper during a test;
- * Giving or selling your homework, term paper or other academic work to another student to plagiarize;
- * Having another person submit any work in your name;
- * Lying or misrepresenting your work to an instructor or college official to improve your grade;
- * Stealing tests; or
- * Forging signatures on college documents.

Avoiding Academic Dishonesty

- Learn how to cite borrowed ideas and information correctly.
- Ask each of your instructors to provide their definition of cheating and plagiarism during the first class meeting of the semester. This helps you avoid unclear situations later.
- Spend time studying for exams and avoid missing class. Academic success requires devoting time to your classes. If you are prepared, you should not need to cheat.
- Make it known to your friends and peers that you will not tolerate acts of academic dishonesty in your learning environment. Stop tolerating acts of academic dishonesty committed by peers.