



**TITLE: ACADEMIC INTEGRITY**

**POLICY NO: 2-7**

**EFFECTIVE DATE: 12/08/2000**

**VCCS POLICY NO: 6.5.0**

**REVISED DATE: 12/19/2023**

permitting another student to copy one's written work whenever the work is to receive a grade  
illicitly collaborating with another individual or individuals in the completion of course assignments  
taking an examination for someone else  
giving test questions or answers to anyone else  
writing all or part of a paper/assignment for another student  
selling or purchasing all or part of examinations, papers, or other assignments

- c. Plagiarism: the intentional or unintentional presentation as new and original an idea or product derived from an existing source without properly citing the source of the material, for example:
- duplicating an author's work (in part or whole) without quotation marks and/or accurate citations
  - duplicating an author's words or phrases or ideas with accurate citations, but without quotation marks as necessary
  - using an author's idea(s) in paraphrase without accurate citation(s)
  - submitting, without quotation marks, an essay or written work to be graded in which exact words are merely rearranged even though cited
- d. Other forms of academic dishonesty, such as:
- submitting or resubmitting the same paper for two different classes/courses without the explicit authorization and approval of the faculty members teaching those classes/courses
  - fabrication: intentional and unauthorized falsification or invention of any information, data, or citation in an academic exercise

Expulsion: permanent separation from the college as a student.

Formal Hearing Committee: an ad hoc committee composed of five (5) members within the college community – three (3) teaching faculty members: two (2) from different schools than the one involved in the case and one (1) from a similar discipline to the academic honesty case, one (1) administrative or classified staff member from Enrollment Management and Student Success, and one (1) student, who may be a student leader from any recognized student organization or a student trained to hear academic integrity cases. No committee members will have any previous relationship with the student.

Interim Incomplete (I) Grade: an incomplete grade on the transcript to be used as a placeholder while a case is being adjudicated.

Suspension: exclusion from attending the college as a student for a definite period of time not to exceed three (3) years.

III. Policy:

**TITLE: ACADEMIC INTEGRITY**

**POLICY NO: 2-7**

**EFFECTIVE DATE: 12/08/2000**

**VCCS POLICY NO: 6.5.0**

**TITLE: ACADEMIC INTEGRITY**

**POLICY NO: 2-7**

**EFFECTIVE DATE: 12/08/2000**

**VCCS POLICY NO: 6.5.0**

**REVISED DATE: 12/19/2023**

B. Other provisions

1. A drop or withdrawal from a course by a student where alleged academic misconduct occurs does not prevent a student from being held responsible under this policy.
2. Faculty members and students are strongly encouraged to meet face-to-face during hearings. However, in instances where face-to-face meetings are impractical (e.g., an online student or faculty member living a considerable distance from the college), then alternative methods may be utilized to facilitate the hearing. These methods may include video conference or video streaming.
3. Faculty members are to provide notice of the allegations within ten (10) business days of discovering the possible violation. However, if suspicion of a violation occurs at the end of a term and grades are due, the faculty member should request an interim incomplete (I) grade.
4. In instances where a suspected student has been previously found responsible for violating this policy, the student shall automatically receive a formal hearing.
5. In instances where grade changes are warranted, procedures outlined in [Reynolds Policy No. 2-6](#), Grades Plan, shall be followed.
6. In instances where a faculty member is not available to facilitate a meeting (e.g., no longer employed by the college, sick, etc.), the supervising dean (or their assistant dean) may elect to serve on behalf of the faculty member. Where these instances are anticipated, faculty members are strongly encouraged to provide their supervising dean with all relevant materials.
7. Allegations of academic dishonesty occurring in administrative support areas such as the testing centers or academic support centers shall be referred to the faculty for whom the test(s) or assignment(s) belongs. The staff member who refers the information on the incident shall take measures to identify the student and document the incident.
8. Allegations of academic dishonesty occurring during the placement process shall be initiated by the coordinator of the testing center where the alleged incident occurred. Any formal hearing shall be handled by the Dean of Students, or designee, in accordance with the following procedures.

All matters shall be handled in accordance with [Reynolds Policy No. 1-26](#), Student Privacy and Release of Student Information.

IV. [Procedures for Academic Integrity, 2-7](#)

**TITLE: ACADEMIC INTEGRITY**

**POLICY NO: 2-7**

**EFFECTIVE DATE: 12/08/2000**

**VCCS POLICY NO: 6.5.0**

**REVISED DATE: 12/19/2023**

V. Other Information:

[Reynolds Policy No. 1-26](#), Student Privacy and Release of Student Information

[Reynolds Policy No. 2-6](#), Grades Plan

[Reynolds Policy No. 4-38](#), Record Retention and Disposition

[JSRCC Form No. 75-0020](#), Academic Dishonesty Report

[JSRCC Form No. 75-0021](#), Notification of Alleged Academic Dishonesty