Procedure 303-11 Academic Integrity
Sponsor: Academic and Student Affairs

Purpose
Academic integrity refers to the ethical conduct of students, faculty, staff, and administration in the pursuit and application of knowledge. This procedure describes how academic integrity is maintained by CCC students and employees.

Definitions
Academic Integrity The International Center for Academic Integrity defines academic integrity as a commitment, even in the face of adversity, to six fundamental values: honesty, trust, fairness, respect, responsibility, and courage (see https://www.academicintegrity.org/fundamental-values/).

Academic Misconduct Any activity that undermines the academic integrity of Coconino Community College. Such activities include dishonesty, cheating, plagiarism, falsification, copyright violations, piracy, hacking, unfair treatment, using or altering others' work without permission, or anything else that violates the six fundamental values of academic integrity.

Attribution Giving credit to the creator of a work (written work, artistic work, etc.) through proper citation.

Procedure
Basic Principles
Practicing academic integrity at Coconino Community College (CCC) enables our students, employees, and stakeholders to have confidence in the College and our practices. It touches every aspect of our credibility – the value of our degrees and courses, the quality of our faculty and staff, the reliability of the information we publish, and so on. Maintaining the academic integrity of the College is a shared responsibility with every student and employee playing a part in living and helping others live its values.

Many violations of academic integrity are committed unintentionally. Because of the ease of copying and/or adapting material from the Internet and other sources, many individuals have become used to doing so as a normal part of their prior schooling, professional work, or social media practices. An understanding of academic integrity cannot be assumed; it must be learned, practiced, and taught. In addition to practicing academic integrity, faculty and staff are responsible for modeling and teaching it to students.

Faculty are responsible for determining appropriate and professional behavior connected with academic coursework including clinical experiences, fieldwork, and internship experiences. Some academic programs have additional student responsibilities associated with them that may be based upon accreditation standards and professional standards, as well as compliance with federal and state laws. Expectations for students, information about tools such as Turnitin that will be utilized, and consequences for academic misconduct should be presented clearly in course syllabi and other course materials.

Examples of Academic Misconduct
Violations of academic integrity include, but are not limited to, the following acts:

Students
1. *Aiding Cheating or Other Acts of Academic Dishonesty:* Providing material or information to another student with the knowledge that this material or information will be used to deceive a College employee. For example, giving someone exam questions or answers in advance without permission, taking an examination for someone else, completing a paper or assignment for someone else, or allowing someone to copy your work are all forms of aiding cheating.
2. *Cheating:* Using material or information to gain an unfair and unauthorized advantage on an assignment or examination. For example, using unauthorized notes or study aids on an examination, obtaining a copy of an examination or questions from an exam prior to taking the exam, allowing another to take an examination for you, and submitting someone else's work as your own are all forms of cheating.
3. *Contract Cheating:* Paying another individual to help you cheat or complete work for you or accepting payment from another individual to help them cheat or complete their work for them. For example, using an internet service to write a paper for you or paying for online access to unauthorized homework or exam databases are forms of contract cheating.
4. *Reusing your own work from another class without the instructor's permission:* Copying or reusing work produced in another setting without full disclosure and prior authorization is considered to be a form of academic dishonesty called "self-plagiarism."
5. *Unprofessional or Inappropriate Behavior within a Clinical, Field, or Internship Experience:* Conduct that is considered to be lewd, indecent, obscene, inappropriate, and/or non-compliant with professional or accreditation standards; or a violation of clinical or other affiliated site expectations or guidelines; or a violation of federal or state laws.

Faculty
1. *Unauthorized Use of Another Individual's Intellectual Property:* Any use of another's course materials or other intellectual property without consent of the intellectual property owner (see Policy and Procedure 305 Intellectual Property). For example, copying another instructor's course materials without permission and attribution is a violation of academic integrity.
2. *Unfair Grading Practices:* Faculty who apply different grading standards to different students for the same assignment or who deviate significantly from the grading standards specified in their course syllabi without reasonable advance notice of modifications to the course grading standards are violating academic integrity.

Students, Faculty, Staff, and Administration
1. *Copyright Violations:* Using a creative work outside of fair use guidelines (see Procedure 142-01).
2. *Data Misrepresentation:* Fabricating data; deliberately presenting in an assignment data that was not gathered in accordance with assigned guidelines or deliberately fabricated; or providing an inaccurate account of the method by which the data were gathered and generated. For example, using false or misleading data or overgeneralizing beyond what the data support in order to justify an unsupported conclusion or convince a stakeholder of a particular point of view is considered academic dishonesty.
3. *Plagiarism:* Presenting within your own work the ideas, representations, or words of another person without attribution is considered plagiarism. Students who are unsure of what constitutes plagiarism should consult with their instructors. Faculty and staff should consult with the College's

copyright liaison (see Procedure 142-01 Copyright Law Compliance). Claims of ignorance will not necessarily excuse the offense.

4. *Unauthorized Access to Computerized Academic or Administrative Records or Systems:* Unauthorized access to computerized academic or administrative records or systems means viewing or altering the college's computer records without authorization, copying or modifying the college's computer programs or systems without authorization, releasing or dispensing information gained through unauthorized access, or interfering with the use or availability of computer systems or information. When college-sponsored activities are held at locations owned or managed by other institutions or organizations, the unauthorized use, viewing, copying or altering of those institutions' computer records, systems, or programs would similarly constitute a violation of academic integrity.

5. *Unauthorized Use of Computers and Technology* (see Policies and Procedures in the 140 series Acceptable Use of Technology)*:* Theft or other abuse of computer facilities and resources including but not limited to:
   a. unauthorized entry into a file, to use, read, or change the contents, or for any other purpose;
   b. unauthorized transfer of a file, including peer-to-peer file sharing;
   c. use of another individual's identification and/or password;
   d. use of computing facilities and resources to interfere with the work of another student, faculty member, and/or college official;
   e. use of computing facilities and resources to send obscene or abusive messages;
   f. use of computing facilities and resources to interfere with normal operation of the college's computing system;
   g. use of computing facilities and resources in violation of copyright laws; or
   h. any other violation of the college's computer use policy.

6. *Using and/or sharing others' computer credentials:* Students and employees are strongly encouraged to safeguard passwords and passcodes that grant access to college resources, databases, email, and other systems. Sharing of passwords and passcodes that lead to academic dishonesty is grounds for disciplinary action.

Consequences of Academic Misconduct

The College views any act of academic misconduct as a serious offense requiring disciplinary measures. However, academic misconduct varies in level of severity. Severity is a factor both of breadth and depth of the misconduct. Individual instances of academic misconduct are generally less severe than a widespread pattern of misconduct over time unless the individual instance is very profound. Likewise, accidental misconduct is generally less severe than intentional misconduct. Disciplinary measures for academic misconduct should correspond to the level of severity and should be intended to educate as well as correct.

In every case of student academic misconduct, the Dean of Student Affairs will be notified immediately by the instructor through submission of a CARE incident report form, found on the College's website. The instructor, in consultation with the Dean of Student Affairs if desired, will identify and implement appropriate disciplinary measures, which may include:
1. Issuing a verbal warning to the student.
2. Issuing a written warning to the student.
3. Reducing the grade for the assignment or examination.
4. Awarding a grade of zero for the assignment or examination.
5. Reducing the final course grade.

6. Awarding a final grade of "F" for the course. *NOTE: A student may not drop or withdraw from a course in which a final grade of "F" was issued as a result of an academic integrity violation. If a student drops the course, the instructor will work with the Registrar to have the student reinstated and the failing grade recorded.*
7. The student being dismissed from a restricted-admission academic program (such as Nursing).
8. Additional disciplinary action up to and including dismissal from the College as specified in the Student Code of Conduct (Policies and Procedures in the 503-00 series).

Any student who wishes to appeal their instructor's decision regarding academic misconduct and the appropriate disciplinary measures may do so through the academic appeals process described in Procedure 303-06 Academic Appeals.

Employees who have committed an act of academic misconduct will be subject to disciplinary measures up to and including dismissal from the College in accordance with Procedure 450-01 Disciplinary Action. Supervisors will consult with Human Resources and the Provost when determining disciplinary measures for academic misconduct. An employee who believes another employee has committed an act of academic misconduct should report their concern to Human Resources, who will work with the appropriate supervisor to investigate the concern. Students who believe an employee has committed an act of academic misconduct should follow Procedure 503-05 Student Grievance to submit a student complaint.

In some cases, academic misconduct may also violate local, state, and national laws and lead to legal prosecution outside the College.

Not all misconduct is academic in nature. Students violating other conduct standards will be referred to the Dean of Student Affairs. Employees violating other conduct standards will be referred to their supervisor.

References
Policies and Procedures in the 140 series Acceptable Use of Technology
Policy and Procedure 142 Copyright Law Compliance
Procedure 303-06 Academic Appeals
Policy and Procedure 305 Intellectual Property
Procedure 450-01 Disciplinary Action
Policies and Procedures in the 503 series Student Code of Conduct
Procedure 503-05 Student Grievance

Procedure History
10/12/2011   New and approved by College Council
02/21/2021   Revised, renamed (formerly Academic Dishonesty) and approved by Executive Leadership Council

Legal Review
February 2021