



3.6.2 Academic Honesty Procedure

Part 1. Purpose: Procedure 3.6.2 implements Policy 3.6 Student Code of Conduct.

Part 2. Definitions

The prevailing forms of academic dishonesty are cheating, plagiarism, collusion, and the submission of false information. Academic dishonesty is not limited to the context of a course but can also occur during the admission or readmission process, assessment testing, financial aid process and submission of academic and Student Affairs appeals or petitions.

1. **Cheating** in the instructional setting is the unauthorized use or exchange of information by students for the purpose of meeting academic standards or requirements; examples include, but are not limited to, the following:
 - a. Copying of other's work during an examination
 - b. Using unauthorized notes or aids during an examination
 - c. Taking an examination for another student
 - d. Collaborating with any other person during a test without authorization
 - e. Using or giving unauthorized assistance on a take-home examination, assigned physical work, projects or any other academic work
 - f. Arranging for another student to take an examination
 - g. Attempting to obtain, or knowingly obtaining, using, buying, selling, transporting, or soliciting in whole or in part, the contents of an unreleased test or information about an unreleased test
 - h. Supplying an unreleased test or information about one to another person without authorization
 - i. Bribing any person to obtain unreleased test or information about an unreleased test
 - j. Submitting substantial portions of work for credit in more than one course, without consulting the instructors
 - k. Submitting research and assignments prepared by others (e.g. purchasing the services of a commercial term paper company)
 - l. Altering or forging an official College document
2. **Collusion** is an agreement by two or more people to commit an act of academic dishonesty. The College will not attempt to distinguish between students who cheat or plagiarize and those who assist in such actions. A student who intentionally assists another in the act of cheating or plagiarism is subject to disciplinary action for academic dishonesty.
3. **Plagiarism** is representing another person's words or ideas as one's own without proper attribution or credit. Other people's words or ideas must be given adequate documentation whether used in direct quotation or in summary or paraphrase. Plagiarism includes, but is not limited to, quoting written or oral materials without citation on an exam, term paper,

homework, or other written materials or oral presentations for academic requirements; submitting a paper as one's own that is purchased from a term paper service, downloaded from the Internet or taken from any other source; or submitting anyone else's work as one's own. Any form of plagiarism constitutes an act of academic dishonesty.

4. **Submission of False Information** includes false testimony, names, and addresses, as related to the admission process, readmission, assessment testing or academic and Student Affairs appeals or petitions.

Part 3. Procedure

1. A course instructor, convinced that an act of academic dishonesty has occurred, has the authority to implement any of the following responses:
 - a. Reprimand
 - b. Assignment of substitute and/or additional work
 - c. Reexamination
 - d. Lowering the grade for the assignment and/or course
 - e. Failure from the course
2. A course instructor should also report Academic Honesty violations and the resulting actions to the appropriate Academic Dean via email or by entering the information into the online Academic Honesty reporting form for appropriate monitoring.
3. A first offense will result in a notice of a written warning through Century College email from the Student Conduct Officer, the notice will include student academic resource information and notice of the appeals procedure.
4. A student with two or more offenses shall be subject to further sanctioning through the Student Code of Conduct Procedure 3.6.1.

Part 4. Appeals

1. A student may appeal a penalty imposed by an instructor. The student must submit a written appeal within five instructional days to the Dean for the academic discipline. The Academic Dean shall investigate and send written notice of their decision to the student and instructor within five instructional days.
2. The student may appeal the Academic Dean's decision by submitting a written appeal within five instructional days to the Conduct Administrator who will refer the case to the Student Rights and Responsibilities Board. (Reference Student Rights and Responsibilities Board for process in Policy 3.6 and Procedure 3.6.1.)
3. A student may appeal the decision of the Student Rights and Responsibilities Board by submitting a written appeal within five instructional days to the Vice President of Academic Affairs or designee. The Vice President of Academic Affairs shall render a decision within five instructional days and communicate the decision, in writing, to all parties involved.
4. The Vice President of Academic Affairs decision shall be final with the College.
5. All decisions shall be based on a preponderance of the evidence standard and whether the process was followed fairly and equitability in making a determination of academic dishonesty.

References:

Century College Policy 3.6.1

Century College Academic Honesty Policy 3.6.2

Minnesota Statutes Chapter 14

Minnesota State Policy 3.6 and Minnesota State Procedure 3.6.1
Minnesota Statutes §13.04, subdivision 2
MN State Board Policy 2.3

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