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When a student is charged with academic dishonesty (see definitions below) related to a class and the instructor has reasonable proof or documentation or the student admits the violation, the instructor may select one or more of the following options:

1. Issue an oral or written notification and warn the student that further acts of this sort will result in additional disciplinary action.

2. 3. question.

olicy, as stated in the syllabus, to determine alternative grading consequences (excluding explicitly failing the student from the course, which is prohibited by Title 5.)

The faculty will submit an incident report in the Advocate reporting system and include any related documentation for record of the violation. The incident will be processed Unauthorized collaboration in providing or requesting assistance, such as sharing information on an academic exercise or exam through electronic devices (or any other means of communication).

ta in assignments such as computer or

permission.

Using any electronic device to gain access to, alter, and/or use unauthorized information.

Altering a graded exam or assignment and requesting that it be re-graded. Submission of altered work after grading shall be considered academically dishonest, including but not limited to changing answers after an exam or assignment has been returned or n to gain credit.

Attempting to hinder the academic work of another student.

Discussing answers or ideas relating to the answers on a test or other examination with students who have not yet taken the test or examination.

textbook.

Obtaining, making, or distributing copies of a test, examination, or other course material permission.

Using notes, cheat sheets, or other devices considered inappropriate under the prescribed testing condition.

Collaborating with another or others in work to be presented without the permission.

Falsifying records, laboratory work, or other course data.

Knowingly and intentionally assisting another student in any of the above.

is defined as falsification or invention of any information in an academic exercise. Falsification includes but is not limited to:

Fabricating or altering data to support research.

Presenting results from research that was not performed--submitting material for lab assignments, class projects or other assignments which is wholly or partially falsified, invented or otherwise does not represent work accomplished or undertaken by the student.

Orediting source material that was not directly used for research.

Falsification, alteration, or misrepresentation of official or unofficial records or documents including but not limited to academic transcripts, academic documentation, letters of recommendation, and admissions applications or related documents.

are defined as intentionally making an untrue statement

or deceiving. Fraud, misrepresentation, and lying include but are not limited to:

Providing an excuse for an absence, tardiness, or late assignment with the intent to deceive the instructor, staff or the District.

Checking into a district class, lab, center or other district resource with the intent to deceive the instructor, staff, or the District.

Checking in or checking out of a district class, lab, center or other district resource for another student.

Using another district identification card for use in a class, lab, center or other district resource.

Intentionally misrepresenting the content, meaning, or context of source material or scientific data.

written permission of the instructor for purposes other than individual or group study; this includes, but is not limited to, providing materials for distribution by services publishing class notes. (This restriction on unauthorized use applies to all information distributed or in any way displayed for use in relationship to the class, whether obtained in class, via email, on the internet, or via any other media.)

Culpability is not diminished when academic dishonesty occurs in drafts which are not the final version or when the student claims not to know the policy or procedure.