1. **Scope**

This policy applies to all students.

2. **Policy Statement**

When College officials award credit, degrees, and certificates, they must assume the absolute integrity of the work students have done; therefore, it is important that students maintain the highest standard of honor in their scholastic work.

The College does not tolerate academic dishonesty. Along with any grade penalty the instructor imposes if the student is found responsible for violating the Academic Integrity Policy, the student may also face disciplinary action for violating the Student Code of Conduct.

Students suspected of violating this policy shall be addressed in accordance with the provisions of this policy.

3. **Definitions**

*Academic dishonesty (academic misconduct):* the misrepresentation of one’s academic work, which includes, but is not limited to:

   a. **Cheating:** the intentional use or attempted use of unauthorized materials, information, or study aids in any academic exercise, for example:
      i. copying or using notes, examinations, or other instructional material during examinations, tests, or quizzes
      ii. using another person to write a paper or any part of a paper, without indicating the person’s contribution with proper documentation
iii. obtaining, using, or possessing unauthorized copies of an examination or any written
work to be graded, or receiving unauthorized information regarding examinations
iv. submitting another’s assignment as one’s own
v. having an examination taken or other graded assignment completed by a someone else
vi. altering or falsifying examination results after they have been evaluated by the faculty
member and returned to the student
vii. writing, without authorization, the answer to an exam question outside class and
submitting that answer as part of an in-class exam
b. Facilitating academic dishonesty: the intentional or knowing help or attempt to help another to
commit an act of academic dishonesty, such as:
   i. completing, in whole or part, an examination, or other graded assignment for someone
      else
   ii. permitting another student to copy one’s work during an examination, test, or quiz
   iii. permitting another student to copy one’s written work whenever the work is to receive
       a grade
   iv. collaborating with another individual or individuals in the completion of course
       assignments when collaboration is not permitted
   v. giving test questions or answers to anyone else
   vi. selling or purchasing all or part of examinations, papers, or other assignments
   vii. posting materials from a publisher without their express written permission
   viii. posting copies of, and/or answers to; tests, quizzes, or other assessments (e.g. lab
        reports)
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:
   i. duplicating an author’s work (in part or whole) without quotation marks and/or
      accurate citations
   ii. duplicating an author’s words or phrases or ideas with accurate citations, but without
      quotation marks as necessary
   iii. using an author’s idea(s) in paraphrase without accurate citation(s)
   iv. 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:
   i. 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
   ii. fabrication: intentional and unauthorized falsification or invention of any information,
       data, or citation in an academic exercise

4. Procedures

See 224P.

5. Authority

VCCS Code of Ethics