

## **The Richland College Statement on Academic Honesty**

*This statement clarifies academic honesty for the Richland College teaching-learning community. It identifies appropriate student behavior and describes teachers' expectations of students.*

**We—the Richland College faculty, administration, and staff—are committed to honesty and fairness as we work with our students.** We also expect our students to be honest and fair in the work they submit to us. This statement on academic honesty describes:

- 1) what we expect from students.
- 2) the consequences of their failing to meet those expectations.

**Note:** As we use the terms “honesty” and “dishonesty,” we are referring to actions and behaviors; we are not judging the character of our students.

The Richland College faculty believes only a small minority of students “cheat.” However, we believe academically dishonest students cheat the academically honest students. Therefore, we expect students who are aware of cheating to act honorably and report instances of academic dishonesty to the faculty or the appropriate academic dean.

### **Expectations**

1. **We believe academic honesty is essential, and students should avoid actions that misrepresent academic success.** We believe Richland College students are academically honest, and they want to be fair and honest in the assignments they submit.

These guidelines apply to all testing situations—test administered in the classrooms, tests administered in the Testing Center, and tests administered by someone other than the professor.

2. **All forms of cheating on tests are academically dishonest.** Students cheat when they:
  - ▶ participate in any activity that falsely represents their ability to answer test questions.
  - ▶ copy—with or with permission—from another student’s test.
  - ▶ use notes (either written or electronically stored in calculators or computers) or any other **unauthorized** materials.
  - ▶ request answers or assist other students with answers **without authorization**.
  - ▶ obtain test questions prior to the test (soliciting or in any other way obtaining test questions, answers, or portions of tests).
3. **Student’s presenting another person’s work as their own is unacceptable.** Often, academic work permits and even encourages students to use another person’s words

or ideas, but students must document those words and ideas correctly. Therefore, students cheat when they:

- ▶ Summarize, paraphrase, or quote another person **without giving proper credit**.
- ▶ Submit papers written by someone else.
- ▶ Copy verbatim (word for word) from other sources (books, Internet, and other similar materials).

When they have questions about when and how to credit other sources, students must seek clarification from the faculty. **These matters are the student's responsibility.**

4. **Unauthorized collaboration on assignments or tests is unacceptable.** Richland College supports authorized collaborative, cooperative learning. Therefore, we encourage study groups when students are preparing for tests, but students cheat when they:
  - ▶ Provide other students with answers on homework assignments.
  - ▶ Present work completed by someone else.

If they have a question about the appropriateness of collaboration, students should seek clarification from the faculty. **These matters are the student's responsibility.**

## **Consequences**

1. **Faculty determine the appropriate consequences for students who fail to be academically honest.** Even if the course syllabus fails to address the matter, students are obliged to be academically honest. By enrolling in a course, students are promising to be academically honest.
2. **As consequences for academic dishonesty, faculty may:**
  - ▶ assign a performance grade of "F" for the assignment or test.
  - ▶ document the incident in the student's Richland College file.
  - ▶ assign additional work.
  - ▶ take other appropriate disciplinary actions.

Repeated violations may result in the student's expulsion or suspension from the college. Students must understand that academic dishonesty carries serious consequences. However, if they believe they have received unfair treatment, students can file a grievance as described in the "Student Code of Conduct" in the *Richland College Catalog* or published in the *DCCCD Catalog* at <http://www1.dcccd.edu/cat0506/ss/code.cfm>