

COMMUNITY COLLEGE OF DENVER

Title: Academic Integrity

Guideline#: INST – 26

Approved: October 25, 2017

References: [Maxient Academic Integrity Reporting Form](#)
[Student Code of Conduct](#)

Approved By: Dr. Everette J. Freeman, President

1. PURPOSE

Students at Community College of Denver (College or CCD) are expected to behave as responsible members of the College community and to be honest and ethical in their academic work. CCD strives to provide students with the knowledge, skills, judgment and critical thinking needed to function in today's society. To falsify or fabricate the results of one's research; to present the words, ideas, data, or work of another as one's own; or to cheat on an examination corrupts the essential process of higher education and is a disservice to the student, faculty, and staff CCD.

2. APPLICABILITY

All members of College community share the responsibility and authority to challenge and report acts of academic dishonesty.

3. DEFINITIONS

Actions constituting violations of academic integrity include, but are not limited to, the following:

- a. Cheating – Intentionally using or attempting to use unauthorized materials, information, or study aids in any academic exercise. Examples of cheating include, but are not limited to:
 - i. Copying from another’s assignment or receiving unauthorized assistance from another during an academic exercise or in the submission of academic material.
 - ii. Using a cell phone, calculator, computer, or other materials when not authorized by the instructor.
 - iii. Collaborating with another student or students during an academic exercise without the consent of the instructor.

- b. Plagiarism – Representing the words or ideas of another as one’s own in any academic exercise. The following are considered to be forms of plagiarism:
 - i. Word-for-word copying of another person’s ideas or words.
 - ii. Miss-citing or incorrectly quoting another person’s ideas or words.
 - iii. Interspersing one’s own words within a document while, in essence, copying another’s work.
 - iv. Rewriting another’s work, yet still using the original author’s fundamental idea or theory.
 - v. Inventing or counterfeiting sources.
 - vi. Submitting another’s work as one’s own.
 - vii. Neglecting quotation marks on material that is otherwise acknowledged.

- c. Misuse of Academic Materials – The misuse of academic materials includes, but is not limited to:

- i. Stealing or destroying College or library reference materials, or computer equipment and/or programs.
 - ii. Stealing or destroying another student's notes or materials, or having such materials in one's possession without the owner's permission.
 - iii. Receiving assistance in locating or using sources of information in an assignment when such assistance has not been authorized or forbidden by the instructor.
 - iv. Illegitimate possession, disposition, or use of examinations, test banks or answer keys to examinations.
 - v. Unauthorized alteration, forgery, or falsification of academic records.
 - vi. The sale or purchase of examinations, papers, projects, or assignments.
- d. Complicity in Academic Dishonesty – Complicity involves knowingly contributing to another's acts of academic dishonesty.
- e. Fabrication – Intentional and unauthorized falsification or invention of any information or citation in an academic exercise.
- f. Facilitating Academic Dishonesty – Intentionally or knowingly helping or attempting to help another to violate any provision of this guideline.
- g. Multiple Submission – Unauthorized submission of academic work for which academic credit has already been earned and when such submission is made without authorization.

4. PROCEDURE

Academic integrity is a foundational value of CCD. If there is an allegation of any academic misconduct, a report needs to be filed with the Office of Student Conduct as academic misconduct is considered a violation of the Student Code of Conduct.

The [Academic Integrity Reporting Form \(Form\)](#) is used to file reports of alleged academic misconduct for investigations and/or remediation. The Form utilizes Maxient, a third-party company that interfaces with a track-able conduct software and Banner systems. Anyone can file a report, staff, faculty, students and/or community members.

When an incident of academic misconduct occurs, the faculty member has the autonomy to address the incident directly and immediately. This includes any grade implications. The faculty will then file an academic misconduct report with the Office of Student Conduct. The Office of Student Conduct will send out official communication, process the incident, investigate when necessary, and respond with appropriate institutional sanctions; including but not limited to probation, suspension, or expulsion; in addition to possible educational sanctions which will be added to a student's conduct file.

When an incident of academic misconduct occurs outside of class or is reported after the fact, the Office of Student Conduct will investigate the situation as needed. Once a finding has been determined, the Office of Student Conduct will relay information to the responsible faculty member for any academic grade determinations.

A student has a right to appeal all proceedings. Similar to the investigatory process, student has a two-pronged appeal opportunity (grade and/or conduct sanctions).

In order to appeal the grade, the student must follow the [Grade Appeal Process](#). All grade decisions by the supervising dean are final.

If the student wants to appeal the institutional sanction(s), the student may appeal the conduct decision with the Vice President of Enrollment Administration and Student Success (VPEASS) or designee through the conduct appeal process. All conduct sanction appeal decisions by the VPEASS or designee are final. Information can be found in the Student Code of Conduct in the [Grade Appeal Process](#).

The following are guidelines to assist students in observing academic integrity:

- a. Students must do their own work and submit only their own work on examinations, reports, and projects; unless otherwise permitted by the instructor.
- b. Students are encouraged to contact their instructor about appropriate citation guidelines.
- c. Students may benefit from working in groups. However, students must not collaborate or cooperate with others on graded assignments, examinations, or other academic exercises unless clearly directed to do so by the instructor.
- d. Students must follow all written and/or verbal instructions given by instructors or designated College representatives prior to taking examinations, placement assessments, tests, quizzes, and evaluations.
- e. Students are responsible for adhering to course requirements as specified by the instructor in the course syllabus.