



OKLAHOMA CITY COMMUNITY COLLEGE

TITLE: ADMINISTRATIVE PROCEDURE NO. 4016

ACADEMIC INTEGRITY

Students of Oklahoma City Community College are expected to meet the highest ethical standards in their academic pursuits. Faculty and staff share in this responsibility with students to maintain academic integrity.

Violations of academic integrity are viewed very seriously. Any form of academic dishonesty is subject to disciplinary action by the college.

The absence of academic integrity is described as cheating, often defined as "the deception of others about one's work." Such acts may include but are not limited to the following list compiled by the Oklahoma State Regents for Higher Education Advisory Council:

- Submitting another's work as one's own or allowing another to submit one's work as though it were his or hers;
- Several people completing an assignment and turning in multiple copies all represented either implicitly or explicitly as individual work;
- Failing to contribute an equal share in group assignments or projects while claiming equal credit for the work;
- Using a textbook, notes, or technology tools during an examination without permission of the instructor;
- Receiving or giving unauthorized help on assignment or examinations;
- Stealing a problem solution or assessment answers from a professor, a student or other sources;
- Tampering with experimental data to obtain "desired" results, or creating results for experiments not done;
- Creating results for observations or interviews that were not done;
- Obtaining an unfair advantage by gaining or providing access to examination materials prior to the time authorized by the professor;
- Tampering with or destroying the work of others;
- Submitting substantial portions of the same academic work for credit or honors more than once without permission of the present professor;
- Lying about these or other academic matters;
- Falsifying college records, forms or other documents;
- Accessing computer systems or files without authorization;

- Plagiarizing (Plagiarism is generally defined as the use in one's writing of specific words, phrases, and/or ideas of another without giving proper credit.).

Any violation of academic integrity by a student that is detected by a college staff member shall be reported by the staff member to the appropriate professor or College administrator.

Should a professor determine that a student violation of academic integrity has occurred; the following actions shall be taken:

- The professor may record a zero for the assignment, require the student to redo the assignment, assign a failing grade in the class, or recommend other appropriate action.
- The professor shall present in writing to the appropriate Dean and to the Associate Vice President for Academic Affairs a description of the specific occurrence, supporting documentation and action taken.
- The Associate Vice President for Academic Affairs shall send the student a certified letter that verifies that a report of the incident and the professor's actions is on file in the office of the Associate Vice President for Academic Affairs. The student may file an appeal in accordance with the Student Appeal of a Grade Procedure if he/she believes that an erroneous or unfair accusation has been made.
- The Associate Vice President for Academic Affairs may file an official complaint of a Student Conduct Code Violation if a) the incident is an extreme violation; or b) if there are repeated instances of violations on file. The Student Conduct Code is published each year in the Student Handbook.

Effective: 04-30-2001

Revised: 08-22-2005