

# **Academic Dishonesty**

## **Academic Dishonesty Definitions**

When a student engages in academic dishonesty misconduct as described in WAC 132R-04-057(1), the instructor may impose sanctions on the student. For ease of reference, you may find WAC 132R-04-057 on page 28 of the Student Handbook. Academic sanctions are divided into two categories: “non-terminal” and “terminal.”

1. Non-terminal academic sanctions may include but are not limited to adjusting a student's grade on a particular project, paper, test, or class grade.
  - a. If a lowered or failing grade on a project, paper, or test in combination with other factors, causes a student’s overall grade in the class to fall below the point of passing, this is still considered a non-terminal sanction because the failing grade in the class was not solely the result of the sanction.
2. Terminal academic sanctions are dismissal from a class or giving a failing grade for a class.
  - a. If the class has a grading structure or policy in which students must satisfactorily pass or complete certain essential projects, papers, or tests to receive a passing grade in the class, then giving a failing grade on one of those essential graded elements would be treated as a terminal academic sanction since the zero grade would result in an automatic failing grade for the class.

## **Non-terminal Academic Sanction Procedure**

1. If an instructor suspects that a student engaged in academic dishonesty misconduct that could result in a non-terminal sanction, the instructor notifies the student in writing of the misconduct and sanction imposed within ten (10) business days from the date the instructor became aware of the alleged academic dishonesty. The sanction should align with language contained in the course syllabus, and program handbook if applicable.
2. The instructor also notifies the student of their right to appeal as specified by the Academic Complaint Process published in the Student Handbook.
3. Any appeal of the non-terminal academic sanction shall follow the Academic Complaint Process.

## **Terminal Academic Sanction Procedure**

1. If an instructor suspects that a student engaged in academic dishonesty misconduct that could result in a terminal sanction, the instructor notifies the student of suspected academic dishonesty and requests a meeting with the student. The meeting will take place within ten (10) business days from the date the instructor became aware of the alleged academic dishonesty. The meeting notice should contain the following:
  - a. Who, what, where, when, and how of the persons and conduct involved,
  - b. Potential sanction, along with a statement that the sanction will be implemented if the student does not meet with the instructor
  - c. Date, time, and place to meet (in person or video call) to discuss the behavior and allow the student to contest the allegations, provide additional information, or request a modified sanction.
2. The instructor will prepare an Academic Dishonesty Incident form prior to the meeting.
3. During the meeting, the instructor will present the student with evidence of the alleged academic dishonesty and hear the student’s response.

- a. If the instructor determines the allegations are unfounded, the instructor exonerates the student.
  - b. If the instructor determines the allegations are true, the instructor specifies the conclusion and sanction imposed on the Academic Dishonesty Incident form. The sanction should align with language contained in the course syllabus, and program handbook if applicable. The instructor also notifies the student of their right to appeal.
4. The instructor and student sign and date the Academic Dishonesty Incident form to acknowledge the meeting took place. If the student refuses to sign the form, the instructor notes the refusal on the form.
5. If a sanction is imposed, the instructor sends the completed Academic Dishonesty Incident form with a current syllabus for the class to the appropriate division chair and dean, as well as the Dean of Student Services.

### **Terminal Academic Sanction Appeal Procedure**

1. If the student disagrees with the instructor's decision and/or sanction imposed as a result of the procedure above, the student can appeal the decision in writing to the appropriate division chair and dean or director within five (5) business days of receiving the Academic Dishonesty Incident form. Failure to appeal within this time frame will result in the instructor's decision becoming final. A list of deans and academic divisions with their respective division chairs is available on Big Bend Community College's website, at <https://www.bigbend.edu/academics/programs-degrees/>.
2. The division chair and appropriate dean or director will meet with the student to review the appeal. The division chair and dean or director can either exonerate the student, affirm the instructor's decision and sanction, or modify the sanction. The dean or director notes the decision on the Academic Dishonesty Incident form.
3. The division chair, dean or director, and student sign and date the Academic Dishonesty Incident form to acknowledge the meeting took place. If the student refuses to sign the form, the dean or director or division chair notes the refusal on the form. The appropriate dean or director sends the completed Academic Dishonesty Incident form to the Dean of Student Services.
4. If the student disagrees with the division chair and dean or director's decision, the student can appeal the decision in writing to the Dean of Student Services within five (5) business days of receiving the Academic Dishonesty Incident form. Failure to appeal within this time frame will result in the division chair and dean's decision becoming final.
5. The Dean of Student Services will convene a panel to meet with the student to review the appeal. The panel will consist of an instructor from the same division and two instructors from different divisions. The Dean of Student Services will facilitate the work of the panel but will not have a vote in the panel's decision. The panel can either exonerate the student, affirm the division chair and dean's decision and sanction, or modify the sanction. The Dean of Student Services notes the decision on the Academic Dishonesty Incident form. The panel is the final appeal authority for the decision and the panel's decision is the College's final decision.

6. The Dean of Student Services and student sign and date the Academic Dishonesty Incident form to acknowledge the meeting took place. If the student refuses to sign the form, the Dean of Student Services notes the refusal on the form.

### Academic Dishonesty Incident Form

<b>Date, Time and Location of Meeting:</b>	
<b>Student Name &amp; ctcLink ID:</b>	
<b>Instructor's Name:</b>	
<b>Class Name, Number, &amp; Term:</b>	
<b>Alleged Academic Dishonesty:</b>	
<b>Potential Sanction:</b>	
<b>Others Present:</b>	

Evidence of Alleged Academic Dishonesty (please attach relevant documents and include the current class syllabus):

Student Response:

Instructor Decision and Action:

\_\_\_\_\_  
Instructor printed name and signature

\_\_\_\_\_  
Date

Student Acknowledges participation in this meeting and receipt of the form. Signature does not indicate agreement with the contents of the form.

\_\_\_\_\_  
Student printed name and signature

\_\_\_\_\_  
Date

**Appeal to Division Chair & Dean or Director**

<b>Date, Time and Location of Meeting:</b>	
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Division Chair & Dean or Director Decision and Explanation:

\_\_\_\_\_

Division Chair printed name and signature

\_\_\_\_\_

Date

\_\_\_\_\_

Dean or Director printed name and signature

\_\_\_\_\_

Date

Student Acknowledges participation in this meeting and receipt of the form. Signature does not indicate agreement with the contents of the form.

\_\_\_\_\_

Student printed name and signature

\_\_\_\_\_

Date

## Appeal to Panel

<b>Date, Time and Location of Meeting:</b>	
<b>Names and Divisions of Panel Members:</b>	1. 2. 3.

Panel Decision and Explanation:

\_\_\_\_\_  
Dean of Student Services printed name and signature

\_\_\_\_\_  
Date

Student Acknowledges participation in this meeting and receipt of the form. Signature does not indicate agreement with the contents of the form.

\_\_\_\_\_  
Student printed name and signature

\_\_\_\_\_  
Date