



**OAKLAND  
COMMUNITY  
COLLEGE™**

### **Administrative Policy**

Policy Type: Academic Affairs  
Policy Title: Academic Honesty  
Office Responsible: Student Services

#### **Policy Statement**

A student's academic integrity is vital to the academic environment. It is College policy that no student shall engage in behavior which, in the judgment of the instructor of the class, may be defined as academic dishonesty. **Academic dishonesty** could include, but is not limited to, the following actions:

**1. Cheating** – Practicing fraud or deceit.

Examples of Cheating – Cheating can take on many forms. The following examples are illustrative of cheating, but not necessarily all inclusive:

- Use of unauthorized assistance taking quizzes, notes, or exams.
- Using aids or sources beyond those authorized by the instructor.
- Acquiring without permission tests or other academic materials belonging to a member of the faculty or staff.
- Sharing academic materials (tests, quizzes, etc.) without the permission of the instructor, including but not limited to, sharing materials on third party online sites (e.g., Chegg).
- Submitting copied and/or purchased papers.
- Looking at notes, books, cheat sheets, another student's answers, preprogrammed calculations, asking another student how they answered the question, using prohibited electronic devices, taking a test/completing the work requirements on behalf of another student.

**2. Fabrication** – Falsifying, misrepresenting or inventing information, data, research, or citations in an academic exercise.

Examples of Fabrication: The following examples are illustrative of fabrication, but not necessarily all inclusive:

- Making up an interview or event and presenting it as the truth.
- Altering or omitting data points.
- Inventing data points without basis in fact.

**3. Plagiarism** – Using the thoughts, ideas, or writings of another individual and passing them off as your own work. Plagiarism can involve taking credit for ideas that are not your own or using the words of others without properly crediting the source.

Examples of Plagiarism: The following examples are illustrative of plagiarism, but not necessarily all inclusive:

- Copying and pasting parts of online resources into your own writing or copying phrases, sentences, or whole essays from published print sources, without properly crediting the source.

**4. Unauthorized Collaboration** – Working with or attempting to help others on assignments, tests and examinations, or other projects that will be submitted for a grade, without specific permission from the instructor. Students are not permitted to collaborate with other students without instructor authorization.

Examples of Unauthorized Collaboration: The following examples are illustrative of unauthorized collaboration, but not necessarily all inclusive:

- Communicating with students in other sections about the content of exams, quizzes, or other information that the instructor does not want shared.
- Sharing test questions or answers from an exam, homework, or lab work with another student.
- Purposefully allowing another student to copy from your test during a quiz or exam.
- Making available previously submitted academic work for another student who intends to submit the work for credit.
- Allowing others, including without limitation, tutors, spouses, parents, or others to complete the substantive portion of any assessment.
- Assisting a student in any act of academic dishonesty.

**5. Electronic Media Devices** - Students who use electronic media devices, e.g., smart phones, cameras, computers, calculators, or other devices, to engage in any form of academic dishonesty, are in violation of this Academic Honesty policy.

Individual instructors may have exceptions to this policy, based on the educational needs of the class. It is up to the student to seek clarification.

### **Consequences for Academic Dishonesty**

- Academic Dishonesty has consequences up to and including, without limitation, a verbal reprimand, a failing grade on coursework, lab work, or test; and/or a failing grade for a course. The Academic Dean will determine the appropriate consequences following a finding of academic dishonesty, including but not limited to dismissal from the College.
- A failing course grade due to academic dishonesty supersedes any registration activity and will appear on a student's academic transcript. The failing grade may not be circumvented, for example, by a W mark, which is a student-initiated withdrawal.
- The disciplinary process and procedures, and the appeal process and procedure for academic dishonesty behavioral issues are set forth at <https://www.oaklandcc.edu/currentstudents/studenthandbook.aspx#discipline>.

Students have the right of appeal for academic dishonesty.

**Academic Grade Appeals** – The separate process for Academic Grade Appeals **other than those** involving Academic Dishonesty can be found at <https://www.oaklandcc.edu/academics/grading-policy/academic-appeals-policy.aspx>

**Change Log**

10-27-2022      Recommended by Academic Senate  
11-10-2022      Approved by Vice Chancellor of Student Services