

DEFINITION OF ACADEMIC HONESTY

Napa Valley College values integrity, honor, and respect in all endeavors, both personally and professionally. Thus, the faculty at Napa Valley College wishes to help our students maintain the highest academic standards of honesty; therefore, it is expected that a student's academic work be of his/her own making. In spite of the increased use of collaborative learning and other forms of group work (e.g., labs, study groups, group projects), it is important that each student remain accountable for his/her own work, whether it be work individual or group assignments or tests. We recognize that the vast majority of students maintain highly ethical work standards; however, failure to abide by this standard of conduct is considered to be academic dishonesty.

TYPES OF ACADEMIC DISHONESTY

- ◆ Copying from others on a quiz, examination, or assignment (“cheating”);
- ◆ Allowing another student to copy one's work on a quiz, exam, or assignment;
- ◆ Having others take any exam instead of taking the exam oneself;
- ◆ Buying or using a term paper or research paper from an internet source or other company or taking any work of another, even with permission, and presenting the work as one's own;
- ◆ Excessive revising or editing by another that substantially alters the student's final work;
- ◆ Giving other students information that allows the student an undeserved advantage on an exam, such as telling a peer what to expect on a make-up exam or prepping a student for a test in another section of the same class;
- ◆ Taking and using the words, work, or ideas of others and presenting any of these as one's own work is plagiarism. This applies to all work generated by another, whether it be oral, written, or artistic work. Plagiarism may either be deliberate or unintentional, but it must be avoided at all costs.

To avoid plagiarizing, one must:

- ◆ Submit only one's own work;
- ◆ Appropriately cite sources used;
- ◆ Appropriately paraphrase or summarize another's ideas or language and acknowledge the source according to set academic standards;
- ◆ Document all verbatim borrowing from another according to set academic standards;
- ◆ Document any use of a format, method, or approach originated by others;

If a student is unclear as to what constitutes academic dishonesty, he or she should consult the instructor.

CONSEQUENCES OF ACADEMIC DISHONESTY

Upon the first infraction of academic dishonesty, the instructor may do one or more of the following:

- Give a lower or failing grade on the assignment or exam;
- Give a lower or failing grade for the course;
- Refer the student to the Vice President of Student Services for student disciplinary action.

In the event of a second infraction, upon consultation with the division chair, the instructor may do one or more of the following:

- Fail the student from the course;
- Refer the student to the Vice President of Student Services for student disciplinary action.

If the student believes he/she is unjustly accused, he/she may appeal the decision to the Vice President of Instruction, or follow the student grievance process through the Office of Student Services.

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