



AP 5521 Academic Integrity

References:

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Students and faculty at Butte College are committed to honesty, responsibility, and excellence in teaching and learning and to maintaining a culture of academic integrity in all aspects of college life. This procedure defines academic dishonesty, establishes the consequences for engaging in academic dishonesty, and describes the appeal process for students accused of engaging in academic dishonesty.

I. Academic Dishonesty – Definitions

- A. Definition of Cheating: Cheating is obtaining or attempting to obtain credit for academic work through dishonesty, deception, or fraud. Examples of cheating include, but are not limited to, the following:
- Copying any answers from another person or from an online source during an exam or on an independent assignment.
 - Using any unauthorized materials, technological devices, or concealed information during an exam or on an independent assignment.
 - Submitting the same work for credit in more than one course without prior approval of all involved instructors.
 - Altering or interfering with grade records.
- B. Definition of Plagiarism: Plagiarism is using work or ideas you did not independently generate without giving proper credit to the original author or generative source. Examples of plagiarism include, but are not limited to, the following:
- Directly quoting, paraphrasing, or summarizing ideas, conclusions, words, or other intellectual property of another person or generative source without appropriate source attribution.
 - Representing someone else’s work as your own.
 - Copying media (including sounds, music, and images) from online or other sources and inserting them into your work without appropriate source attribution.
 - Using generative artificial intelligence to produce class work, take exams or quizzes, write papers, or otherwise generate academic work products and claiming them as your own independent work, when not authorized by the instructor.
 - Submitting group or partnered work on an authorized collaborative project is not considered plagiarism, but the same principle applies to citing the author or source of that work.

Course syllabi or other formal class materials may include discipline- or course-specific examples of academic dishonesty beyond those listed above. Programs governed by external accrediting

agencies may have additional standards, definitions, and consequences for academic honesty defined by those agencies that are specified in the program handbook.

II. Responsibilities of the Student

Students are obligated to:

- Bear full responsibility for the content and integrity of all academic work submitted.
- Know and understand the definitions of and the college's policies on cheating and plagiarism.
- Understand individual instructor's expectations regarding research, homework, tests, papers, group work, use of materials prepared for more than one class, and the use of generative artificial intelligence for academic work.
- Participate in all stages of the appeal process if they wish to challenge a claim.

III. Responsibilities of the Faculty

When accusing a student of academic dishonesty, faculty are obligated to:

- Base claims on a reasonable assessment of the facts and evidence.
- Communicate to the student the basis for and consequence of the claim.
- Impose reasonable consequences within the scope of faculty authority.
- Participate in the appeal process if the student appeals the claim.
- Provide students with a copy of this procedure and explain the appeal process.

If a faculty member fails to adhere to these responsibilities and imposes a consequence without informing the student of the claim of academic dishonesty or the basis for the claim, the imposed consequence will be reversed upon appeal.

IV. Consequences for Academic Dishonesty

If a student violates any college or course policy on academic integrity, faculty may take any or all of the following steps to address the issue:

- Issue a verbal or written warning to the student.
- Require the student to retake an exam, recreate the same or a similar assignment, or complete a substitute assignment.
- Lower the grade or reduce the points earned for the assignment, exam, or other academic work based on academic dishonesty.
- Issue a failing grade or award no points for the assignment, exam, or other academic work based on academic dishonesty.
- Refer the student to Student Services, which may result in more severe consequences depending on the nature of the academic dishonesty, up to expulsion, as outlined in AP 5520.

Faculty may develop other means of handling academic dishonesty appropriate to the course and discipline. Faculty will clearly state any such policies or procedures in the course syllabus.

The maximum penalty a faculty member can impose is a failing grade on the assignment, exam, or other academic work.

V. Student Due Process and Appeal Procedure

Students have the right to challenge an instructor's claim of academic dishonesty by submitting an appeal in writing or by email to the faculty member. The appeal should state why the student disagrees with the claim that they engaged in academic dishonesty and provide any evidence or information supporting their position. Students must initiate the appeal within ten working days after being notified of the claim and consequence(s) by the faculty member. In all cases, the burden of proof is met at each step when the faculty member demonstrates that it is more likely than not that the claim is true. Students wishing to appeal this finding of the faculty member will take the following steps:

- **Step 1 – Meeting with the Faculty Member:** Meet with the faculty member to clarify the basis for the claim of academic dishonesty and attempt to resolve any disputed facts or evidence within ten days of being notified of the claim of academic dishonesty by the instructor. The faculty member or the student may request a demonstration of the student's skills or knowledge during this meeting to validate or refute the claim. The faculty member will inform the student of the outcome of this meeting in writing within five working days of the meeting.
- **Step 2 Appeal to the Dean:** If the faculty member upholds their original finding that the student engaged in cheating, plagiarism, or other form(s) of academic dishonesty after completing Step 1, the student may appeal that decision to the administrator appointed by the Chief Instructional Officer (CIO) within ten days of receiving the written outcome. The appointed administrator will review all evidence, interview the faculty member and the student, and either reject or uphold the original claim.
 - If the administrator rejects the initial claim and finds in favor of the student, the faculty member will be notified, will accept that decision as final, and will grade the assignment or exam without prejudice. If the administrator rejects a claim of academic dishonesty that has negatively affected the student's final recorded grade in the course, the faculty member will accept the assignment or exam in dispute, grade it without prejudice, and recalculate the final grade in the course. The administrator will submit a formal request for a grade change with the new grade using the "mistake" option as the rationale on the grade change form.
 - If the administrator upholds the claim, the original consequence imposed by the faculty member will stand, and the student will be referred to Student Services.

The administrator will inform the student and faculty member of their decision in writing within five working days of their last interview.

- **Step 3 Appeal to the CIO:** If the administrator upholds the faculty member's finding, the student may appeal that decision to the Chief Instructional Officer (CIO) within ten days of being notified of the decision of the administrator. The CIO will follow the same procedure as in Step 2 and make a final decision based on the preponderance of the

evidence. The CIO will inform the student and the faculty member of their decision in writing within ten working days of receiving the appeal. The decision of the CIO is final.

If the student was referred to Student Services at any point before or during the appeal process and was later found to not have violated the policy on academic integrity, Student Services will be notified of that outcome and any negative information associated with the incident will be removed from the student's record.