

This document was taken from the "Sierra College Students Rights and Responsibilities Handbook" pages 26-28, as updated January of 2016. The entire handbook can be obtained as a PDF from: <http://www.sierracollege.edu/files/resources/admissions/documents/Student-Rights-Responsibilities-2016.pdf>

## **VI. ACADEMIC DISHONESTY**

Success in college, as in other aspects of life, demands absolute honesty at all times. Sierra College expects that students, as well as faculty, will observe the principles of ethical conduct in their treatment of fellow members of the academic community and in their accomplishment of academic work. Students are responsible for familiarizing themselves with these principles as they pertain to each course in which they enroll. When completing assignments, students should be careful to follow the principles of ethical conduct. Students who are uncertain about the ethics involved in particular courses or assignments should make it a point to talk with instructors. Proven misconduct or violation of these principles, will be disciplined as set forth in this policy.

**The instructor has absolute authority over issuing the final course grade (Education Code, Section 76224).**

It is important to remember that the principles of academic honesty in no way restrict free inquiry and the open exchange of diverse, and sometimes unpopular, ideas. These the college encourages, for they are vital to learning and the pursuit of reason and truth.

Students who fail to comply with this policy will be subject to disciplinary action as described below.

### **A. EXAMPLES OF BEHAVIOR DEEMED TO BE DISHONEST**

1. Representing as your own, work that was borrowed, purchased, written, or obtained in any other manner from another student or any other sources.

All work accomplished to meet course requirements must be the student's own original work in oral and written examinations, class projects, lab data, oral presentations, visual media and other assignments.

Group projects must represent the original work of the group; each instructor is free to establish the guidelines for collaborative assignments.

2. Plagiarism, which is to knowingly present borrowed wording, ideas, opinions, visual media (photos, videos, etc.) or data as if it were one's own original creation, must under all circumstances be avoided.

In papers based on research, plagiarism can be avoided by clearly acknowledging the sources of all information that is not original. The source of quotations and paraphrases must be acknowledged in footnotes, endnotes, or internal citations and/or in a bibliography/list of works cited in a form or style appropriate to the discipline.

### **B. EXAMPLES OF CHEATING**

1. Any type of assistance, oral, visual or written, given by one student to another during a project or examination without the approval of the instructor.
2. Fabricating information or sources.
3. Using forbidden notes or other sources of information on examinations.
4. Altering a grade or interfering with the grading procedures in any course.
5. Allowing someone other than the officially enrolled student to represent the same.

6. Forging attendance documents or other records.
7. Stealing copyrighted computer software.
8. Submitting purchased, commercially prepared papers.
9. Use of any electronic device (calculator, tape recorder, or computer) during an examination unless permitted by the instructor.

### **C. CONSEQUENCES OF ACADEMIC DISHONESTY**

An instructor may choose any one or more of the following steps when a student has engaged in behavior that is deemed to be dishonest:

1. Confront the student or students and give counsel regarding the unacceptable nature of the offense.
2. Reassign the research paper, project, exam, or assignment for reevaluation including the possibility of a lower grade on that assignment as a consequence for the dishonesty.
3. Designate a failing grade or a zero for the assignment, project, exam, or paper.
4. Refer the student or students to the Disciplinary Officer for the consideration of additional and more severe consequences, including the possibility of suspension or expulsion from the College. (See Board Policy 5500 and Administrative Procedure 5520.)

I have read and understand the above information:

Print name \_\_\_\_\_ Signed \_\_\_\_\_ Date: \_\_\_\_\_

### **VII. SMOKING, USE OF TOBACCO, NON-REGULATED NICOTINE AND OTHER VAPOR PRODUCING PRODUCTS (BP 3570)**

Sierra Joint Community College District is committed to providing a safe and healthy environment for its students, employees, and visitors. In light of evidence that the use of tobacco and exposure to secondhand tobacco smoke pose significant health hazards, the District has established a smoke, vapor and tobacco-free environment.

The use of such products is prohibited upon all District owned or controlled properties. The use of such products is also prohibited in all vehicles owned, leased, or operated by the District. This includes the smoking of cigarettes, pipes, cigars, or other tobacco products, or the smoking of any substance. The use of smokeless tobacco products (e.g. chewing tobacco) and the use of non-regulated nicotine or other vapor producing products (e.g. electronic cigarettes) is also prohibited.

Students, classified employees, faculty and educational administrators who violate this policy shall be subject to discipline according to collective bargaining agreements, Education Codes, Board Policy and California Penal Code. Others who violate this policy shall be deemed to have disrupted the orderly operation of the College and may be required to leave the premises.

Additionally, those who violate this policy shall be subject to citation and fines per California Government Code section 7597.1.