

**Cochise College  
Administrative Policy**

**Category: Instruction  
Policy Number: 3010  
Title: Academic Dishonesty**

Cochise College requires students to adhere to the highest level of ethical academic conduct and has no tolerance for academic dishonesty. The college may impose serious academic sanctions as a result of academic dishonesty up to and including suspension and expulsion from a specific program or from the college. A statement regarding and defining academic dishonesty shall be part of every course procedure sheet.

**Procedure 3010.1  
Academic Dishonesty**

Academic dishonesty consists of many forms of unethical academic conduct, including, but not limited to, cheating, fabrication, plagiarism and facilitating academic dishonesty.

1. Cheating means intentionally using or attempting to use unauthorized materials, information or study aids, as well as unauthorized devices such as cell phones and other technology.
2. Fabrication means intentional falsification of any information or citation.
3. Plagiarism means intentionally or knowingly representing the words or ideas of another as one's own.
4. Facilitating academic dishonesty means intentionally or knowingly helping another to commit an act of academic dishonesty.
5. Other forms of academic dishonesty include:
  - a. Submitting work to more than one instructor for credit without disclosure and approval.
  - b. Knowingly violating the terms of any academic sanction imposed for an earlier violation of this policy.

**Procedure 3010.2  
Sanctions by Faculty**

Instructors shall foster an expectation of academic integrity and make a reasonable effort to avoid situations conducive to infractions of this policy. Failure of instructors to prevent cheating does not excuse students from compliance with this policy.

1. When it appears that there has been an act of academic dishonesty, the instructor will confer with the student, explain the allegations, present any evidence, and hear the student's response. The instructor may include an academic dean or appropriate director in the initial conference. The conference shall be held within 10 working days of the instructor's coming into the possession of information that the student may have violated this policy. The instructor shall ensure that fair consideration is given to the student's response and any evidence offered. If after 10 working days the student has not responded to reasonable attempts to hold a conference, the instructor may proceed with sanctions without student response.
2. If the instructor relies on the observations of a third party for the allegation, that third party is expected to attend the conference and will be subject to questioning by the accused student unless there is good cause for that person's absence. If not present, then there must be a signed statement by the third party.
3. After considering the evidence and hearing the student's response, the instructor shall decide based upon the preponderance of evidence whether or not the student has committed an act of academic dishonesty. An instructor who determines that an act of dishonesty has occurred may impose a penalty to include any or a combination of the following: written warning; loss of credit for the work involved; reduction in grade; failing grade assigned for the course. Students may appeal this action through policy 3011. In severe cases, the instructor or academic dean may recommend to the vice president for instruction/provost that the student be suspended or expelled. Dropping a course will not exempt a student from sanctions for an act of academic dishonesty.
4. An instructor who determines that the student has committed an act of academic dishonesty shall prepare a written report outlining the violation, the evidence, the student's response to the allegation, the findings, and sanctions. The instructor shall furnish a copy of this report to the student (including a copy of this policy and policy 3011), the appropriate academic dean, and the Vice President for Instruction/Provost.
5. An instructor who determines that there is insufficient evidence upon which to base a finding of violation, shall inform the student in writing and, except for this letter, no record will be made by the college.

Normally, students must be allowed to continue in class without prejudice until all appeals under policy 3011 are completed. However, if in the opinion of the instructor and academic dean, the student's continued presence may pose danger to persons or property or an on-going threat of disruption to the academic process, the Dean of Student Services will conduct a preliminary hearing to determine the initial facts and if a temporary suspension is justified. The student will have an opportunity to present whatever pertinent facts he or she deems appropriate at this preliminary hearing. If the Dean of Student Services upholds the recommendation to suspend, this action will take place immediately. The Dean of Student Services will notify in writing the following: the student, instructor, appropriate dean, Vice President for Instruction/Provost, and the President. The student may appeal the decision to suspend to the Vice President for Instruction/Provost.

**Procedure 3010.3  
Additional Sanctions for Multiple Violations**

When a student has been found to have committed multiple acts of academic dishonesty, additional sanctions may be imposed, including suspension or expulsion at the discretion of the Vice President for Instruction/Provost. Upon receipt of an instructor's report of an act of academic dishonesty, the Vice President for Instruction/Provost will notify the student in writing if additional sanctions are deemed appropriate. The notification shall include a copy of this policy and policy 3011. A copy of the notification will also be filed with the office of the Dean of Student Services.