

Student Services Series—5000

Procedure #5020

Academic Honesty

Prevention/Philosophy

As members of a community of people seeking to foster growth through education, Chemeketa students are expected to act in a manner that promotes the college's mission, vision and values. In addition, choosing to join the college community obligates each member to adhere to the College's Community Standards, which includes Academic Honesty and Personal Integrity. All faculty, staff, and administrators can aid in creating a culture of academic integrity by sharing their commitment to these values with students. Faculty are encouraged to share the value of academic integrity and the importance of trust and respect on the syllabus for each course they teach. To assist students in choosing ethical behavior, faculty can remind students before major assignments and exams about Chemeketa's commitment to maintaining a culture of honesty. Continuing college-wide professional development and active student involvement in academic integrity initiatives create awareness and support for Chemeketa's culture of integrity.

Action/Steps by Faculty

1. If a **faculty member** suspects a violation of the Academic Honesty Policy, the **faculty member** shall collect evidence documenting the allegation. The evidence may include the following: various samples of the student's work; academic integrity detection and review tools results; and copies of resources used but not cited.
2. The **faculty member** investigating an alleged violation shall meet with the student whenever possible, or email the student to review the evidence, explain the course expectations as written in the syllabus and review procedures and penalties for violation of academic honesty. The **faculty member** shall provide the student an opportunity to respond to the allegation.
3. If, after an investigation, the **faculty member** determines that there was no violation of academic honesty, the process is concluded and no further action is required.
4. If, after an investigation, the **faculty member** reasonably believes that there has been a violation of academic honesty, the violation is documented using the online [Academic Honesty Concern Report form](#). All supporting documentation should be submitted with the report form including the course syllabus. The faculty member will impose a sanction related to the assignment or course.
5. Sanctions are immediate and final barring the initiation of the Appeal Procedures

Action/Steps by the Office of Student Affairs

1. **The Student Affairs Office** will review the Academic Honesty Concern Report form.
2. A copy of the report and evidence will be sent to the student via email with a violation notification letter explaining the student's right to appeal. The Academic Dean or Director may be copied on this communication.

Student Services Series—5000

ACADEMIC HONESTY (continued)

3. A copy will remain on file in the **Student Affairs** office for two years. If no further violations of academic honesty are reported, the records may be deemed non-disciplinary.
4. Any additional violations of Academic Honesty may result in a HOLD placed on the student's account and the student will be required to meet with the **Director of Student Conduct and Community Standards or designee**.
5. Additional sanctions may be imposed by the **Director of Student Conduct and Community Standards** in cases of grievous violations of academic honesty, or for a continued pattern of violations.

Sanctions for Violations of Academic Honesty

1. If a student is found in violation of academic honesty, any one or a combination of the following consequences may be imposed by the **faculty member**:
 - a) Allow the student to redo the assignment
 - b) Issue partial credit for the assignment
 - c) A grade of "F" or a zero for the assignment, project, or examination
 - d) A lower grade of "F" or "No Pass" for the course (which overrides a student's ability to withdraw from the course. If for any reason the student is able to drop the course, they will be administratively added back into the course and the grade of "F" or "No Pass" will be reflected on the transcript. Whenever possible, a student should be given credit for the work that is their own. This sanction is rarely used for a first documented offense in a course, and an instructor should follow the procedural steps to document all suspected violations to ensure that due process is followed. It may be true that violations of this policy culminate into a failing grade for the course. If that is the case, then do not select this course of action, instead choose from options a-c.)
 - e) Temporary exclusion from class, lab, clinical not to exceed one class session in consultation with the **Director of Student Conduct and Community Standards**
2. The following consequences may be imposed by the **Director of Student Conduct and Community Standards**. See the Student Rights and Responsibilities list of sanctions for full explanations.
 - a) Written Warning
 - b) Temporary exclusion from class, lab, clinical not to exceed one class session in consultation with the **faculty member**
 - c) Requirement to complete online academic integrity education
 - d) Referral to support services such as Tutoring and/or Peer Mentoring
 - e) Disciplinary Probation: Conditions placed upon the student's continued attendance
 - f) Suspension: The temporary separation of a student from the college for a specified period of time as set forth in the notice of suspension
 - g) Expulsion: Permanent separation of a student from the college

Student Services Series—5000
ACADEMIC HONESTY (continued)

Appeal Process

1. The accused student may file a written appeal of the faculty members decision and the decision by the Director or Student Conduct and Community Standards. The online Academic Honesty Appeal Form must be submitted within 14 days of receiving notification from the **Director of Student Conduct and Community Standards**. Consistent with the Code of Conduct, appeals will be considered if they meet one of the following grounds for appeal:
 - College policies and procedures were not followed (however, deviation from the Code shall not invalidate a decision or result unless it affected the determination);
 - New evidence that was reasonably unattainable during the investigation process is now available and will be presented with the appeal; or
 - The sanction was inappropriate for the Code violation.
2. The **Director of Student Conduct and Community Standards** will provide the **appropriate Appellate Officer** the completed Appeal Form and attachments.
3. The **Appellate Officer** will have 14 days from the time of receiving the appeal to return a written decision to the student, barring any delays due to any necessary meetings in order to render a decision. The appeal determination will be sent to the student, the faculty member, and the **Director of Student Conduct and Community Standards**. Official notifications to the student should be in writing via email to the student's MyChemeketa email address.
4. The decision by the **Appellate Officer** will be one of the following:
 - Deny the appeal - upholds the decision of the faculty member including any sanctions imposed
 - Grant the appeal in full or in part - the Dean or Director may render a new decision, including amending the findings and/or sanctions of the original decision
5. The decision of the **Appellate Officer** regarding the grade is final. There is no appeal beyond this point.

Some limited enrollment areas have program-specific student handbooks, and in these handbooks, there may be further explanation of their unique policies and consequences. In some limited enrollment programs, an Academic Honesty Concern Report may result in the student's removal from the program.

April 6, 2004

Adopted College Council

June 7, 2006; June 16, 2017; April 29, 2026

Revised by College Executive Administration