

Colorado Mountain College

Academic Misconduct Procedure

The **CMC Student Handbook** states that, “In order to foster academic excellence, the college expects students to conduct themselves in accordance with generally accepted norms of scholarship and professional behavior. Because of this expectation, the college does not condone any form of academic misconduct. Academic misconduct includes but is not limited to plagiarism, cheating, fabrication, and knowingly or recklessly encouraging or making possible any act of plagiarism, cheating, or fabrication”. Please refer to *Academic Policies and Requirements* in the current *Student Handbook* for specific definitions of plagiarism, cheating, and fabrication.

In general, the college will utilize the following procedure to identify and respond to academic misconduct:

When a faculty member identifies potential academic misconduct, they are encouraged to consult with their academic supervisor (Assistant, Associate, or Dean of Academic Affairs), to review CMC’s academic misconduct policy, procedures and penalties, and to strive for greater consistency in the application of the academic misconduct policy and procedure across the cross the College. Specific cases of suspected academic misconduct should be addressed as follows:

- 1) When a faculty member suspects academic misconduct has occurred, **that faculty member will first notify the student in writing** of the behavior in question, refer to the college’s academic misconduct policy, share the information/facts that initiated the concern, and provide the student an opportunity to respond, take responsibility or deny the behavior.
- 2) The faculty member will **submit a CARE report** that includes a description of the incident, documentation, and the level of severity of the misconduct (see descriptions of levels of severity below) and interaction with the student. A CARE report will be submitted to document all levels of academic misconduct.
- 3) Upon receipt of the Care Report, the Campus CARE team lead at the student’s home location (see definition below), will search the student’s Care System record to verify whether any previous academic misconduct has been documented. The Care Team lead will notify the reporting faculty of the result of the search within 7 days the Care Report submittal. **Depending on the outcome of the search or whether the student is disputing the academic misconduct allegation, see and proceed as described in the appropriate box below.**

When the student has no previous academic misconduct and takes responsibility for the misconduct:

4) The faculty member will proceed as outlined in their course requirements and expectations, based on the level of the single offense and determine an outcome. Possible actions by the faculty may include:

- Allow repetition or revision of the work in question;
- Award a zero or an “F” on the work in question;
- Lowering of the grade or an “F” for the course;
- Assign other academic penalties as outlined in the instructor’s course requirements.

5) Within 7 days of notification from the Care Team lead, the faculty member will notify the student of the decision.

6) Within 7 days of notification from the Care Team lead, the faculty member will notify the Associate Dean of Academic Affairs (or equivalent position) who will formally notify the student in writing of the academic misconduct, the faculty member’s decision, educational resources on academic misconduct, and the potential consequences of multiple academic misconduct offenses.

7) The student must submit a formal response accepting or denying the allegations in writing to the Associate Dean (or equivalent position) within 7 days of official notification. If the student denies the allegations or requests an appeal, a hearing is conducted. Move to the box below.

8) The Associate Dean of Academic Affairs will complete and close report in the Care System.

When the student has previous academic misconduct on their record, requests a review, or the student denies the allegations of academic misconduct:

9) The Campus Care Team lead will notify the reporting faculty member. As stated above in #4, The faculty member will proceed as outlined in their course requirements and expectations, determine an outcome, communicate the decision to the student and Associate Dean of Academic affairs, AND prepare to present their findings and decision to the Campus Academic Misconduct Committee. The student will be invited to present all information justifying the denial or request for a review.

10) The Campus Care Team lead will notify and call together the Campus Academic Misconduct Committee to review the case.

Campus Academic Misconduct Committee membership:

- Associate Dean of Academic Affairs and Associate Dean of Student Services (or campus equivalent positions),
- Director of Student Life and Housing,
- Campus Faculty Senate President,
- Two additional impartial faculty members,
- Representative from the Student Government Association, when available,
- Corresponding college-wide discipline dean (member at large), and
- Disability Services Coordinator if the student has a documented disability (member at large)

Campus Academic Misconduct Committee role:

The role of the Academic Misconduct Committee is to serve as an impartial review committee to hear and consider all facts involved in the current academic misconduct incident, and any previous incidents of academic misconduct and make a determination of an appropriate sanction or remedy.

Campus Academic Misconduct hearing process:

- To the extent not otherwise addressed in this procedure, the committee shall follow the adjudication process in the Student Handbook to ensure the student receives a fair review.
- The Associate Academic Dean (or campus equivalent) will notify the student in writing of the alleged violation of the Code of Conduct and offer an informal meeting or hearing and inform the student of due process rights.
- The meeting is facilitated by the Academic Integrity Committee Chair and shall include:
 - A presentation by the faculty followed by questions from the committee.
 - A presentation by the student followed by questions from the committee. The student may bring an advisor, but the advisor cannot speak on the student's behalf.
 - A presentation by any witnesses followed by questions from the committee.
 - The student and faculty member shall have the opportunity to ask questions of each other. All questions must be directed through the chair of the committee.

Continued: When the student has previous academic misconduct on their record, requests an appeal, or the student denies the allegations of academic misconduct.

Campus Academic Misconduct Decision:

In addition to the faculty's role in assigning grades for the assignment and the course, the Academic Integrity Committee may accept the faculty member's decision, reverse the charge of academic misconduct or modify the disciplinary action including:

- A zero or an "F" on the work in question;
- A lowering of the grade or an "F" for the course;
- Other academic penalties as outlined in the instructor's course requirements and expectations;
- Disciplinary action under the Student Code of Conduct;
- Any combination thereof.

11) Both the student and the reporting faculty member will be informed of the committee's decision in writing by the Associate Dean of Academic Affairs (or equivalent position) within in 7 days of the hearing. The decision of the committee is final. If the decision requires further disciplinary action through the Student Code of Conduct, the regular process of notification and judicial action will be followed as outlined in the current Student Code of Conduct & Adjudication Process in the Student Handbook.

12) The Associate Dean of Academic Affairs will complete and close report in the Care System.

Academic Misconduct

A guide to determining a levels of severity

Examples of academic misconduct are included at each level but are not limited to the examples listed. Several factors weigh into the categorization of the behavior such as the amount of the assignment completed without integrity, the type of assignment and the assignment instructions.

Level 1: Least Severe: Student completed the assignment without intent to commit academic misconduct.

Examples:

- failure to properly acknowledge sources
- failure to acknowledge sources in a form acceptable to the instructor
- student was not posing as the originator of the work in question
- student submitted work copied directly from a source identified by the instructor as sources not be used on a given assignment

Level 2: Moderately Severe: Student has awareness of misconduct.

Examples:

- student attempts to convey appropriated material as the product of their own mind without giving credit to the originator and might be a combination of plagiarized passages and the student's own original material
- student copies directly from sources instructor has specifically said not to use

Level 3: Most Severe: Student purposefully and fully committed academic misconduct.

Examples:

- student blatantly uses material not permitted by the instructor during an examination
- student submits a commercially-prepared essay as their own work
- student works with a group to complete a project assigned as individual work
- a student has someone else do the project or take the test