



Code of Academic Conduct

As members of the College of DuPage Community, we have expectations of faculty and students. Thus, there must be a shared commitment to the highest standards of learning. Faculty and students have mutual responsibility for establishing a clear understanding of the importance of honest academic behavior and for practicing the College of DuPage values of Integrity, Honesty, Respect, and Responsibility. Together we envision a positive learning environment that promotes the open exchange of ideas by practicing civility as defined in the Code of Student Conduct and ethical learning behaviors as defined in the Code of Academic Conduct.

Violations and Sanctions

Violations of the Code of Academic Conduct are activities (observed or reported) or materials that are deceitful and dishonest. Violations of the Code will be reported and determined in accordance with the processes described in the procedures relating to academic integrity. Sanctions for violations of the Code will be based upon the nature of the violation and may include any of the sanctions in the procedures relating to academic integrity.

Responsibilities of Students and Faculty

The objective of the Code of Academic Conduct is to sustain an environment in which students recognize and demonstrate the importance of being accountable for their academic behavior:

Students have the responsibility to:

1. Become fully knowledgeable of the Code of Academic Conduct
2. Produce their own work
3. Encourage honesty and integrity among their fellow students

Faculty members have the responsibility to:

1. Review classroom expectations with respect to all aspects of academic honesty
2. Describe those expectations clearly in the class syllabus
3. Inform the student directly of any charges of academic dishonesty
4. Apply Code of Academic Conduct Procedures in a consistent manner
5. Determine the academic consequence of the student's academic dishonesty

Definitions: Behaviors Covered by the Code of Academic Conduct

Students are expected to refrain from academic dishonesty in all forms, including, but not limited to:

- **Cheating** – Copying or attempting to copy from another student in any work submitted for evaluation, whether tests or assignments; intentionally using or attempting to use unauthorized materials, information, or study aids; use of any unauthorized assistance, resources, materials or electronic/cellular devices in taking quizzes, tests or examinations; altering graded work after it has been returned, then submitting the work to be re-graded.

- **Plagiarism** – The reproduction of ideas, words or statements of another person as one’s own without acknowledgement, or use of an agency engaged in the selling of term papers or other academic materials.
- **Unauthorized Collaboration** – Intentionally sharing or working together on an academic exercise when such actions are not approved by the course instructor.
- **Furnishing False Information** – Intentional and unauthorized falsification or invention of any information or citation furnished to any college official, faculty member or office; misuse of identification with intent to defraud or deceive.
- **Facilitation of Academic Dishonesty** – Permitting or attempting to help another violate the Code of Academic Conduct; alteration or sabotage of another student’s work, such as tampering with laboratory experiments.
- **Abuse of Academic Materials** – Destroying, stealing, or making inaccessible library, laboratory or other academic resource material, or attempting to do so; stealing or otherwise obtaining advance copies of placement tests; the acquisition, without permission, of a test or other academic material belonging to College of DuPage, to any department, or to any staff member; duplicating copyrighted software without authorization or using such software on College computers; “hacking” on College computers or installing “virus” programs.
- **Bribes, Favors and Threats** – Bribing or attempting to bribe, promising favors to, or making threats against, any person with the intention of affecting an evaluation of a student’s academic performance; conspiring with another person who then performs one of these acts on one’s behalf.
- **Complicity in Academic Dishonesty** – Helping another person commit academic dishonesty, especially providing material or information to another person with knowledge that this will be used deceitfully in an academic evaluation activity; permitting one’s own work to be submitted by another person as if it were that person’s original work.
- **Falsification of Records and Official Documents** – Altering transcripts, grade reports, or other documents affecting academic records; forging a signature of authorization or falsifying information on any academic document, such as permission forms, petitions, or other documents.
- **Personal Misrepresentation and Proxy** – Taking another person’s place in an exam, placement test, or other academic activity, either before or after enrollment; having another person participate in an academic evaluation activity or evaluation in place of oneself.

Procedures: Violations of the Code of Academic Conduct

A. Discovery of Irregularity

As part of their responsibilities, faculty members must make judgments about the academic performance of their students, with regard to established standards of scholarship. During this process, a faculty member may discover that a student’s activity or the material a student has submitted contains irregularities that appear to be violations of the Code of Academic Conduct. If no faculty is directly involved, such as in the Testing Center, the person who discovers the irregularity will notify their unit administrator, who will then be responsible for executing the Code of Academic Conduct duties normally assigned to the faculty member involved.

B. Notification to Student of Discovery of Violation(s) of the Code of Academic Conduct

When an irregularity is discovered, the faculty member will notify the student as promptly as reasonably allows, either orally or electronically, and will by means of this notification provide the student with a timely opportunity to meet and discuss the irregularity.

C. Initial meeting with student

At this meeting, the faculty member will decide whether or not an irregularity actually occurred. If so, the faculty member will then determine how the situation can be appropriately resolved: a) by further instruction (in which case it becomes a *learning opportunity*); b) by the imposing of a sanction; or c) by requiring further investigation of the alleged violation.

At the conclusion of the meeting, or as soon thereafter as reasonably possible, the faculty member will inform the student of his/her determination. A student's failure to attend the meeting does not stop the process from going forward.

D. Learning Opportunity

When a faculty member determines a violation has occurred but is unintended (e.g., the result of the student's misunderstanding of the assignment or ignorance of research conventions), then, rather than invoke the Code of Academic Conduct violation procedure, the faculty member might use the opportunity to advance the student's learning by requiring a corrected redo of the work in question. In such a case, the instructor may choose not to impose any sanction.

1. *Learning Opportunities* are to be settled between the faculty member and the student. No report to either the Division Associate Dean or the Dean of Student Affairs is necessary.
2. If the student refuses the *Learning Opportunity* procedure, he/she must be informed that, as a consequence, the faculty may choose to file a complaint alleging academic dishonesty with the Dean of Student Affairs.

E. Informal Faculty Resolution of the Complaint

When a Code of Academic Conduct violation occurs, for which the student accepts responsibility, the faculty member and the student may resolve the complaint between them:

1. By discussing the violation.
2. If the faculty member is confident that the student understands and acknowledges that he/she violated the Code and the student is willing to accept the sanction considered appropriate by the faculty member (failure on the assignment; failure on the test; completion of an alternative assignment; or failure for the course), the matter can be resolved between the faculty member and the student.
3. The faculty member then completes the Academic Dishonesty form, which is signed by both the faculty member and the student. The incident will be recorded in the Judicial Database for information only. No further action is required.
4. The faculty member will keep the original, signed copy of the form and will give a copy to the student, the Division Associate Dean, and the Dean of Student Affairs.
5. The student will subsequently receive a letter from the Dean of Student Affairs office stating that the violation has been recorded in the Judicial Database.
6. If the Dean of Student Affairs office determines the student has been responsible for a prior violation, a Formal Hearing may be required. The student will be contacted by the Dean of Student Affairs office to initiate the process.
7. In this instance, the Dean of Student Affairs will meet with the student to address the repeated behavior and determine the appropriate sanction.

F. Formal Resolution of the Complaint

When the student denies complicity in an act of academic dishonesty or when prior methods to bring the issue to closure were not effective, a student must be afforded the due process of a Formal Judicial Hearing.

1. Determination of the need for a Formal Judicial Hearing

- a. If, after communicating with the involved student, the faculty member determines the situation involves an apparent Code of Academic Conduct violation for which the student denies responsibility or for which a sanction greater than failure of the course may be warranted, the faculty member will complete the Complaint portion of the Academic Dishonesty form, which requests a Formal Judicial Hearing.
- b. The form will describe the violation and relevant backup material will be attached.
- c. The form will be submitted to the Dean of Student Affairs office.
- d. At this time the faculty member will also notify the Associate Dean in that area.

2. Notification to student of a Formal Judicial Hearing

- a. In preparation for the Formal Judicial Hearing, the Dean of Student Affairs will review the student's file to determine if this is a first offense.
- b. The Dean will place the student's registration on temporary hold, so that the student can neither withdraw from the course in question nor register for future courses until the current matter is settled.
- c. The Dean will notify the student in writing that the complaint has been filed, enclosing a copy of the Academic Dishonesty Complaint form completed by the faculty, which details the academic sanction the faculty has imposed, along with the Code of Academic Conduct Policy and Procedure.
- d. The Dean will require the student to attend a Formal Judicial Hearing with the Dean or a designee.
- e. If the student fails to attend the Judicial Hearing or if the student does not respond to the Hearing notice, the student's registration record will remain on hold until the matter has been formally resolved.

3. Formal Judicial Hearing

- a. During the hearing, the Dean of Student Affairs or a designee will review both the complaint and the Code of Academic Conduct procedures with the student to ensure the student understands them clearly and is aware of the possible consequences.
- b. The student will have an opportunity to present evidence and/or make statements on his/her behalf.
- c. At the conclusion of the hearing, if the student now agrees that he/she was involved in a violation of the Code of Academic Conduct, the Dean or a designee will complete the Case Resolution Form, assigning the appropriate sanction(s).
- d. In the event the student has been found at fault in an earlier incident involving academic dishonesty, the Dean or a designee will determine the appropriate sanction(s).
- e. If the Dean or a designee has determined that no academic dishonesty has taken place, no sanction will be assigned. The student will then have the option of completing the class; transferring to another section of the same class, if that is possible; or withdrawing from the class.
- f. The hold will be removed from the student's record. In cases where the student is required to complete a Library plagiarism remediation module, the hold will be removed upon notification that the module has been completed.

- g. If, at the conclusion of the Hearing, the Dean or a designee determines that a violation of the Code of Academic Conduct has occurred, one or more of the sanctions detailed below will be administered, based upon the Dean's or a designee's judgment concerning the nature of the violation.
- h. A record of the judicial proceedings will become part of the student's confidential record maintained by the Dean of Student Affairs for seven years.
- i. At this point, notice of academic dishonesty will not be recorded on the student's transcript. However, should the student require a transfer application to another institution or apply for an honor or award which require disclosure of the student's academic honesty within the seven-year period, such academic dishonesty will be disclosed.
- j. At the conclusion of the Formal Hearing, the student will receive a Case Resolution Form which clearly states the nature of the violation and the sanction(s) imposed. Resolution information from this hearing will be shared with the faculty member making the original complaint, the Associate Dean in that area, and will be added to the Judicial Database.
- k. A follow-up letter will be sent to the student reiterating the charge and the sanction(s) imposed.

4. Formal Hearing Outcome

At the conclusion of the Hearing, if the Dean or a designee determines that a violation of the Code of Academic Conduct has occurred, one or more sanctions will be administered, based upon the Dean's or a designee's judgment concerning the nature of the violation.

a. Sanctions – Definitions

1. *Plagiarism Remediation*: Successful completion of a Library plagiarism remediation module that educates students to recognize and avoid plagiarism.
2. *Disciplinary Warning*: A notice in writing stating the student has violated the Code of Academic Conduct.
3. *Disciplinary Probation*: A reprimand for violation of specified regulations. Probation is for a designated period of time and includes the probability of more severe disciplinary sanctions if the student is again found to be in violation of the Code of Academic Conduct during the probationary period.
4. *Disciplinary Loss of Privileges*: Denial of access to privileges commonly available to applicants, students and alumni of College of DuPage; these may include, but are not limited to, access to particular student employee positions on campus, access to the Library, access to computer facilities, access to career and placement services, access to scholarships, access to academic honors, participation in clubs, organizations, athletics or campus activities. This loss of privileges may stand alone, it may accompany suspension, and it normally accompanies extended suspension.
5. *Withdrawal from Class*: Administrative withdrawal from a class or classes in which a student is enrolled for the current and/or subsequent semester. Administrative withdrawals do not provide for the refund of tuition and fees.
6. *Limited Access*: Administrative restriction to selected areas/locations of College facilities.
7. *Disciplinary Suspension*: Denial of permission to register for academic work at College of DuPage for a designated period of time, usually not more than one year. Conditions for readmission will be specified by the Dean or a designee.

8. *Extended Disciplinary Suspension*: Dismissal from College of DuPage for a designated period: students under this sanction must petition the Dean of Student Affairs in writing for readmission to College of DuPage.
 9. *Expulsion*: Permanent termination of student status from College of DuPage.
 10. *Community Service*: A project to help make reparation to the community and demonstrate that learning has occurred.
- b. Sanctions for Course Violations
- In the case of a violation occurring in a College course, in most cases, a student will be placed on disciplinary warning or probation. In addition, the Dean of Student Affairs or a designee may assign one or more of the following:
1. Placement on disciplinary suspension for at least one semester, either: a) the semester in which the violation occurred, or b) the semester following the violation.
 2. Placement on extended disciplinary suspension from the College with a letter attached to the transcript indicating the student has been found in violation of the Code of Academic Conduct. This letter will remain in the student's file for up to seven years as determined by the Dean of Student Affairs or a designee; the student must petition the Dean of Student Affairs in writing to be re-admitted.
 3. Disciplinary Loss of Privileges.
 4. A project to help make reparation to the community and demonstrate that learning has occurred.
- c. A student may be required to participate in counseling, educational seminars or seek medical attention in lieu of, or in addition to, the imposition of sanctions.
- d. More than one of the sanctions listed above may be imposed for any single violation.
- e. Integrity violations which occur independent of a course or testing situation may have any of the preceding sanctions applied.
- f. Other than College suspension, disciplinary sanctions will not be made part of the student's permanent academic record; however, a record of the judicial proceedings will become part of the student's confidential record maintained by the Dean of Student Affairs office for seven years.

Maintenance of Disciplinary Records

Except as specified above, disciplinary matters are kept confidential to the extent required by law. Disciplinary records will become part of the student's confidential record maintained by the Dean of Student Affairs office and will be maintained for a period of seven years.

Appeal Rights and Process

A standing Judicial Review Board (described in Board Procedure 20-35) will hear testimony and make recommendations on appropriate disciplinary cases referred to it by the Associate Vice President of Student Affairs. If, through a Formal Judicial Hearing, there is a finding that a student has violated the Code of Academic Conduct and sanctions have been imposed, that student has the right to appeal the finding(s) or sanction(s) or both to the Judicial Review Board (JRB).

A student who wishes to appeal the outcome of a Formal Judicial Hearing must do so within two business weeks of the date recorded on the Case Resolution Form received from the Dean of Student Affairs or a designee.

The appeal must be addressed to the Associate Vice President of Student Affairs; it must be typewritten; and must state the grounds for appeal. If the student wishes to appear in person before the Judicial Review Board, this must be indicated in writing in the appeal letter. The Associate Vice President of Student Affairs will arrange a meeting convenient to all parties.

In the event of an appeal, the decision(s) of the Judicial Review Board will be final. In the event the student does not appeal within the required two-week period, the decision of the Dean of Student Affairs or a designee will be final.

Interpretation and Revision

- A. Questions of interpretation regarding the Code of Academic Conduct shall be referred to the Dean of Student Affairs.
- B. The Code of Academic Conduct shall be reviewed periodically under the direction of the Dean of Student Affairs.
- C. If any provision in the Code of Academic Conduct is, or shall be at any time, contrary to or unauthorized by federal or state law, then such provisions(s) shall not be applicable, performed, or enforced except to the extent permitted by law.

Adopted: 5/10/13	Reviewed:	Amended:
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