Academic Dishonesty Policy
Students of Norwalk Community college are expected to do their own work on assignments, laboratory exercises, quizzes, examination, and any other academic work. Academic dishonesty ultimately injures the individual and depreciates the value of grades received by other students. Cheating in any form is viewed by the faculty, the students, and the administration as a most serious offense.

Definition of Academic Dishonesty
1. Cheating on examinations and/or quizzes
2. Collaborating with others in work to be presented if contrary to the stated rules of the course.
3. Plagiarizing, including the submission of others' ideas or papers (whether purchased, borrowed, or otherwise obtained, from any source, including the Internet) as one's own work.
4. Stealing or unauthorized access to examinations or course material.
5. Falsifying records, laboratory or other data.
6. Submitting, if contrary to the rules of a course, work previously presented in another course.
7. Submitting all or part of any free or purchased essay from the Internet as one's own work.
8. Copying and pasting any material from the Internet, without proper documentation, as one's own work.
9. Knowingly and intentionally assisting another student in any of the above, including assistance in an arrangement whereby any work, classroom performance, examination, or other activity is submitted or performed by a person other than the student under whose name the work is submitted or performed.
10. The use of any electronic media or device for the transmission and/or recording of class material unless authorized by the instructor.

Due Process Protection
Academic honesty violations are considered disciplinary misconduct and hence are covered by the same due process protections afforded students in other misconduct situations of a disciplinary nature. When the issue involves the determination of questions of fact (whether the student passed or failed course requirements), it is characterized as disciplinary and appropriate due process protections are afforded. The college incorporates incidents of academic dishonesty into its existing due process disciplinary procedures. Therefore, the discipline procedures as described will be followed in any case of academic dishonesty.

If a faculty member has reason to believe that the academic dishonesty policy has been violated, this will be reflected in the student's grade. The student should be informed of this violation prior to the grade change. The grade may be changed up to one year after
the submission of final grades. The student shall have the opportunity to appeal this grade change to the Dean of Students and the Academic Dean.

Penalties for Academic Dishonesty
It is recommended that on the first instance of academic dishonesty, following a discussion with the student, the faculty member shall give the student an F on the paper or examination in question. This action must result in a final grade for the course at least one letter grade lower than it otherwise would have been. The Dean of Students and the Academic Dean shall be informed of the incident in writing. A written acknowledgment of receipt of the reports shall be sent to the faculty member concerned. The reports shall also be kept on file in the Deans’ offices for a period of ten years.

A second instance of academic dishonesty (either in the same course or in another course) will result in an automatic F in the course in which the second infraction occurred. The student will be dropped from the course and be barred from further class participation. Again, the Dean of Students and the Academic Dean shall be advised in writing by the faculty member. A written acknowledgment of receipt of the reports shall be sent to the faculty member concerned. The reports shall also be kept on file in the Deans’ offices for a period of ten years. The Dean of Students or the Academic Dean must meet with the student involved and apprise the student of the consequences of the second offense.

A third instance of academic dishonesty on the part of a student shall be grounds for dismissal from the college. As before, the faculty member involved will advise the Dean of Students and the Academic Dean in writing and written acknowledgment of receipt of the reports shall be given. The case will be referred to the Student Conduct Committee. Should a violation of academic dishonesty be found but dismissal not be recommended, the penalty for a second incident of academic dishonesty (see above) shall stand.

It is the responsibility of the Academic Dean (or the Dean of Students) to inform the faculty member of all previous instances of academic dishonesty after the first offense.

If a student, staff, or faculty member other than the instructor teaching the class discovers an instance of academic dishonesty, he or she will inform the Dean of Students in writing. The Dean of Students will report the instance to the faculty member instructing the course, the Academic Dean and the Department Chair.

Flagrant violations of ethical conduct, such as illegally obtaining, circulating and/or selling examinations or previously written term papers, will be reviewed by the Student Conduct Committee. This group is empowered to recommend dismissal from the college in such a case, even if it is the student’s first violation.