

PHILLIPS COMMUNITY COLLEGE
ADMINISTRATIVE PROCEDURE

Administrative Procedure: 404.05

Subject: Academic Integrity

Applicable Board Policy: 404

Date Adopted: 6/76

Revised: 8/84, 9/89, 1/93, 8/26

Reviewed: 5/13, 6/19, 7/25

PCCUA is committed to maintaining the highest standards of academic integrity. Academic honesty is essential to the educational mission of the College and to the value of the degrees, certificates, and credentials awarded. Students are expected to demonstrate honesty, integrity, and ethical behavior in all academic work.

Academic dishonesty includes, but is not limited to, cheating, plagiarism, fabrication or falsification of information, unauthorized collaboration, facilitating academic dishonesty, misuse of artificial intelligence (AI) tools, unauthorized possession or distribution of examinations or instructional materials, and any other action that improperly affects the evaluation of a student's academic performance or achievement. Examples include copying another student's work, using unauthorized materials or resources during quizzes or examinations, submitting work created by another person or AI as one's own without authorization or appropriate attribution, falsifying data or records, and assisting another student in committing academic dishonesty.

Faculty members have the authority to determine whether academic dishonesty has occurred and may require students to demonstrate ownership of submitted work. When a faculty member determines that a student has violated this policy, the faculty member may impose appropriate academic sanctions, including, but not limited to, a warning, a reduced grade on an assignment, a grade of zero on an assignment or examination, suspension from class, or a failing grade for the course, as appropriate based on the severity of the violation.

The faculty member will document the incident and the action taken and submit the report to the appropriate dean for review and forwarding to the Vice Chancellor for Instruction. The report will be maintained in the students' official record in the Office of Admissions and Records.

A student may appeal the finding of academic dishonesty, the sanction imposed, or both, in accordance with Administrative Procedure 404.06, Academic Appeal Procedure. A student who files a timely appeal will be permitted to continue attending class until the appeal has been resolved. Appeal forms are available on the College website and in the Office of Admissions and Records. The Academic Standards Committee serves as the reviewing body for academic

dishonesty appeals and forwards its findings and recommendations to the Vice Chancellor for Instruction and the Chancellor for final review, as provided in Administrative Procedure 404.06.

Students who commit repeated violations of this policy may be subject to additional disciplinary action, up to and including permanent suspension from the College, as determined by the Vice Chancellor for Instruction in accordance with applicable college policies and procedures.

Because suspension or dismissal for academic reasons is based on academic performance and integrity rather than student conduct, such actions are governed by the College's academic policies and procedures and are not subject to the disciplinary due process procedures outlined in the PCCUA Student Handbook and the Student Code of Conduct (Administrative Procedure 405.01).