



ARTICLE 4400 **STUDENT CONDUCT, ACTIVITIES AND PROGRAMS**

AR 4411 **Code of Academic Conduct**

To maintain the academic integrity of Santa Monica College, faculty and students must take responsibility for maintaining an educational environment characterized by academic honesty. Therefore, under no circumstances will academic dishonesty be tolerated.

1. **Faculty Responsibilities**

In order to maintain an environment of academic integrity, faculty will:

- A. Make every attempt to conduct classes in a manner that encourages honorable behavior, ensures equal opportunity for student success, and discourages academic dishonesty.
- B. Inform students in writing and, whenever possible, verbally, of the course requirements, grading procedures, and expectations for acceptable academic conduct and behavior.
- C. Inform students of the SMC Code of Academic Conduct and the consequences of behavior in violation of the Code.
- D. In instances where alleged academic integrity violations are filed, inform students of their right to due process.
- E. Ensure that the appropriate process for reporting a violation of the Code of Academic Conduct is followed (see Reporting a Violation).

2. **Student Responsibilities**

In order to maintain an environment of academic integrity, students will:

- A. Familiarize themselves with the Code of Academic Conduct, Honor Code, and Student Conduct Code.
- B. Behave in a manner that encourages learning and upholds the Code of Academic Conduct and Honor Code.
- C. Act with fairness (i.e., not seek undue advantage) towards other students in classroom interactions, completion of assignments, examinations, or any other academic activity.
- D. Make every attempt to prevent the unauthorized use of their work.

3. **Academic Dishonesty Conduct Defined**

Santa Monica College defines academic dishonesty as an act of fraud or deception, in any academic exercise. This includes, but is not limited to, the following actions or attempted actions:

- A. Using unauthorized testing aids such as calculators, recorders, electronic devices or notes on any examination or assessment, or the failure to observe the expressed procedures or instructions of an academic exercise (e.g., examination instructions regarding alternate seating or conversation during an examination).
- B. Allowing another individual to assume one's identity for the purpose of satisfying course requirements or enhancing one's grade or score in any of the following: testing, assessment, on-line classes, field trips, or attendance.
- C. Falsifying attendance records or grade rosters.



- D. Representing the words, ideas or work of another as one's own (plagiarism) in any academic exercise, including the use of commercial term papers, solution manuals, or any other work of another regardless of how it is created or published.
- E. Changing answers on a previously scored test, assignment, or experiment.
- F. Copying or allowing another student to copy from one's paper or answer sheet during an examination or for a graded assignment.
- G. Inventing information for the purpose of completing a laboratory experiment, a case study analysis, or field trip.
- H. Giving or receiving information during an examination by any means including sign language, hand signals, secret codes, or electronic transmission.
- I. Accessing or reproducing exams in any form without the prior authorization of the instructor with the purpose of sharing, selling, or publishing them.
- J. Intentionally or knowingly helping another to violate any provision of this Code.
- K. Forging or altering academic documentation (including transcripts, assessment scores/results, letters of recommendation, enrollment certifications, registration forms, and medical certification) concerning oneself or others.

4. Reporting a Violation

Given an incident of academic dishonesty, faculty should adhere to the following procedures:

- A. Inform the student of the nature of the alleged violation and the impending course of action.
- B. Complete and submit the Academic Dishonesty Report Form, along with any related evidence, to the College Disciplinarian within ten (10) school days of the allegation. The term "school day" is used in this Administrative Regulation for the purpose of calculating deadlines and shall mean any day that classes are in session except Saturdays and Sundays.

5. Consequences for Violating Academic Conduct

- A. Given an alleged violation of academic honesty, the instructor may impose one or both of the following sanctions, subject to appeal to the Santa Monica College Honor Council:
 - (1) Dismiss the student from the class or activity for up to two class sessions;
 - (2) Assign a failing grade to the examination or assignment in which the alleged cheating or plagiarism occurred.
- B. Upon receiving a report of alleged academic dishonesty, the College Disciplinarian will notify the student, the campus Ombudsperson, and the department chair of the content of the alleged violation. The Campus Disciplinarian will then conduct such investigation as he/she deems necessary. Subsequent to investigation, the College Disciplinarian may:



- (1) Confirm the sanction imposed by the instructor and notify the student of his/her right to appeal the sanction to the SMC Honor Council.
 - (2) Provide the student with the opportunity for a conference with the campus Ombudsperson or designee in an effort to resolve the accusation informally. As part of the informal resolution process, the Ombudsperson or designee may confer with the faculty member and department chair or designee.
 - (3) Impose sanction under AR 4410. In severe incidents of academic dishonesty, including but not limited to impersonation, presentation of falsified documents, stealing exams or research papers, or repeated violations, the College Disciplinarian may suspend or recommend expulsion of a student from the College in accordance with the procedures set forth in AR 4410.
- C. In any case where the College Disciplinarian confirms the alleged incident of academic dishonesty, he/she shall place in the student's disciplinary records: a copy of the Academic Dishonesty Report Form; a summary of the College Disciplinarian's Investigative Findings; and a description of the sanction imposed by the Instructor or College Disciplinarian.

A student whose disciplinary records contain a report of academic dishonesty shall be informed that:

- (1) The information placed in the student's disciplinary record is not part of his/her academic record at the college and that the disciplinary records will be destroyed within three years, providing there are no further acts of misconduct;
 - (2) The student has an opportunity to write a response to each document included in his/her disciplinary record, and that the response shall be placed on record with the original document;
 - (3) The inclusion of these documents in the student's disciplinary records may be challenged if a student appeals the alleged incident upon which they are based to the SMC Honor Council.
- D. The College Disciplinarian and the SMC Honor Council may recommend to the Superintendent/President and Board of Trustees the revocation of any degrees, certificates, course credits awarded to a student when findings indicate that a severe incident of academic dishonesty with direct bearing on the award of the degree, certificate or course credit has occurred.

6. Appeal Procedure

A student has the right to appeal sanctions imposed by the instructor or College Disciplinarian under AR 4411 through the procedure set forth in AR 4412.

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