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 the class 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 to be implemented if any behavior counter to the policy occurs.
   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:
   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 the act of or assistance in deceiving, including fraud or deception, in any academic exercise. This includes, but is not limited to, the following actions or attempted actions not authorized by the instructor or testing officer:
   a. Using testing aids such as calculators, tape recorders, electronic devices or notes on any examination, 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 enhancing one’s grade in any of the following: testing, field trips, or attendance.
   c. Falsifying attendance records or grade rosters.
   d. Representing the words, ideas or work of another as one’s own in any academic exercise (plagiarism), including the use of commercial term papers.
   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. Consequences for Violating Academic Conduct
Given an alleged violation of academic honesty, any or all of the following actions may be imposed, subject to appeal to the Santa Monica College Honor Council:

a. The instructor may assign a failing grade to the examination or assignment in which the alleged cheating or plagiarism occurred.
b. Failure in a course may occur in which an egregious act has occurred;
c. The instructor may dismiss the student from the class or activity for up to two class sessions.
d. 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 and request that the student’s transcript be notated to reflect such violation. Accordingly, and subject to appeal to the Honor Council:
   i. Suspension may occur after any two instances of reported academic dishonesty violations;
   ii. Transcript notation may occur after any instance of impersonation, presentation of false documents, or when the student has been found guilty of repeated academic dishonesty violations.
   iii. Students with active notations are prohibited from: participating in extracurricular activities, including but not limited to, running or holding office in all student organizations; representing the college in any official capacity (including sports); partaking of services or courses offered through the Scholars Program, receiving college-sponsored scholarships and awards.
   iv. Student transcripts may be notated by action of an Honor Council Hearing Board for a minimum of two years after the relevant violation occurred and the completion of the imposed sanctions. The student may file a written petition to the Honor Council that the notation be removed.
   v. The decision to remove the transcript notation is at the sole discretion and judgment of the Honor Council or designees.

c. 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 has occurred. The student’s official and unofficial transcript may reflect such revocation was the result of academic dishonesty. Such notation shall be permanent.
5. **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) business days of the allegation. The College Disciplinarian will, in turn, notify the student, the campus Ombudsperson and the department chair, and place a copy in the student’s disciplinary records as defined in the Code of Academic Conduct Appeal Procedure. This information shall remain a part of the student’s records for at least two years, providing there are no further acts of misconduct.

6. **Appeal Procedure**
   a. Given an alleged violation of the SMC Honor Code, a student has the right to appeal the action taken by the faculty member through the appeal procedures established by the College. Upon formal notification of imposed consequences for alleged academic dishonesty violation, the accused student has ten (10) business days to appeal such decision to the Honor Council.
   b. In addition, the student will be provided the opportunity for a conference with the campus Ombudsperson or designee in an effort to resolve the accusation informally. The Ombudsperson or designee may confer with the faculty member and if necessary the department chair or designee.
   c. If no resolution is reached after an informal conference, the student may proceed with a formal appeal to the Honor Council. The petition must be filed with any supportive documentation with the Office of Student Judicial Affairs or designee.
   d. All instances of alleged violations of the SMC Honor Code are subject to review by the SMC Honor Council as stipulated in AR4412.
   e. Final grade disputes for alleged instructor mistake, bad faith, fraud, or incompetence are subject to AR4313 (Grade Appeals Committee). The Grade Appeals Committee will not adjudicate issues pertaining to academic dishonesty.

Reviewed and/or Updated: 12/09/08