



ACADEMIC HONESTY

Instruction, Library & Instructional Services

Policy Number: 2040

1.0 PURPOSE

Students and faculty and staff members of Columbia Basin College (“CBC” or the “College”) share the responsibility of promoting and maintaining an environment that supports academic integrity. Academic dishonesty minimizes the learning process and threatens the learning environment for all students. This Policy is intended to supplement and not supersede the CBC Student Code of Conduct.

Students of CBC are not to engage in any form of academic dishonesty, including but not limited to plagiarism, cheating, fabrication, grade tampering, misuse of computers and other electronic technology, facilitating academic dishonesty, etc.

2.0 AUTHORITY & SCOPE

2.1 Authority: RCW 28B.50.140.

2.2 Scope: This Policy applies to all CBC students.

3.0 DEFINITIONS

3.1 Academic Integrity means honesty and responsibility in scholarship. All work submitted and grades earned should result from the student’s own understanding and effort.

3.2 Academic Dishonesty refers to any type of cheating that occurs in relation to a formal academic exercise.

3.3 Plagiarism is presenting someone else’s words, ideas, data or other creative work as one’s own without appropriately citing the original sources of material.

3.4 Cheating is the unauthorized use or attempted use of material, information, notes, study aids, devices, or communication during an academic activity.

3.5 Fabrication is the intentional use of invented information or the falsification of research or other findings with the intent to deceive.

3.6 Grade Tampering involves cheating, altering or being an accessory to the changing and/or altering of a grade in a grade book (physical or virtual), on a test, on an assignment, on a change of grade form or on any other official academic record.

3.7 Misuse of Computers and other Electronic Technology includes using computers or technology to commit acts of academic dishonesty including, but not limited to, unauthorized access and/or manipulation, copyright violations and usage violating the CBC Student Code of Conduct or the Acceptable Use of Information Technology Policy.

4.0 ACADEMIC HONESTY POLICY AND PROCEDURE

4.1 Responsibilities of the Student

All students belonging to the College's learning community shall:

- 4.1.1** Conscientiously pursue the academic outcomes set forth in the course;
- 4.1.2** Conform in all academic related areas to the CBC Student Code of Conduct and any rules or regulations of the College regarding academic integrity;
- 4.1.3** Understand and follow the requirements for their particular courses regarding issues such as, but not limited to, collaborative work/joint assignments, use of study aids, take home examinations, citation of sources, etc.;
- 4.1.4** Complete all examinations, tests, written papers and other assignments utilizing their own effort and understanding only;
- 4.1.5** Learn the conventions of documentation and acknowledgement of sources required in academic discourse, which may vary depending on discipline or individual faculty member. If a student is not clear on how to correctly document material, they should consult the individual faculty member before submitting the assignment;
- 4.1.6** Report suspected violations of this policy to the faculty member in whose course the alleged violation occurred; and
- 4.1.7** Not knowingly help or attempt to help another individual violate the College's policy, rules or regulations on academic honesty.

4.2 Responsibilities of the College

All members of CBC faculty shall:

- 4.2.1** Provide a syllabus in which:
 - 4.2.1.1** One section shall address the College's academic honesty policy, as part of the most recent syllabus template approved by the Curriculum Committee; and
 - 4.2.1.2** The individual faculty member's expectations for integrity in that particular course are clearly outlined, including, but not limited to, special situations such as group assignments, lab work, independent studies, research practices and out-of-class assignments.

- 4.2.2 As needed, determine the level of proctoring for quizzes, tests, examinations, and other assessments.

All CBC employees shall:

- 4.2.3 Report all suspected violations of academic honesty, in writing, to the Assistant Dean for Student Conduct & Activities and the appropriate dean or director;
- 4.2.4 Use prudent discretion within their role at the College when providing assistance to students on their course work; and
- 4.2.5 Nothing in this policy precludes individual faculty members from resolving issues informally with students.

4.3 Penalties Resulting from Academic Dishonesty

Students who engage in academic dishonesty can expect:

- 4.3.1 Academic penalty to be determined as provided in the Student Code of Conduct by the individual faculty member in the course during which the violation occurred, in consultation with the Assistant Dean for Student Conduct & Activities and the appropriate dean or director.
- 4.3.2 Disciplinary review. Consequences from this review may vary and include, but are not limited to:
 - 4.3.2.1 Warnings;
 - 4.3.2.2 Reprimands;
 - 4.3.2.3 Probation;
 - 4.3.2.4 Suspension; and
 - 4.3.2.5 Expulsion.

4.4 Contacts

- 4.4.1 Initial questions about academic honesty should be addressed to individual faculty members.
- 4.4.2 Assistant Dean for Student Conduct & Life, 509-542-4765 or ext. 2765
- 4.4.3 Vice President for Instruction, 509-542-4399 or ext. 2399
- 4.4.4 Vice President for Student Services, 509-542-4761 or ext. 2307

5.0 FORMS & OTHER RESOURCES

Student Code of Conduct, [Chapter 132S-100 WAC](#)

Student Responsibilities, [WAC 132S-90-020](#)

[Acceptable Use of Information Technology Policy](#)

6.0 HISTORY & POLICY CONTACT

6.1 Originated: 10/2022

6.2 Revised: 10/2022, 03/2023

6.3 Proposal Date: 01/31/2023

6.4 Policy Review: N/A

6.5 Promulgation Date: 04/03/2023

6.6 Responsible Administrator: Vice President for Instruction