

# LAGUARDIA COMMUNITY COLLEGE POLICY ON ACADEMIC INTEGRITY

*It is the responsibility of each student to familiarize himself or herself with the information written here.*

## ACADEMIC DISHONESTY

**Academic Dishonesty is prohibited in the City University of New York and is punishable by penalties ranging from a grade of “F” on a given test, research paper or assignment, to an “F” in the course, or suspension or expulsion from the College.**

Academic Dishonesty includes:

- **CHEATING**—the unauthorized use or attempted use of material, information, notes, study aids, devices or communication during an academic exercise.  
*Examples: Copying from a student during an examination, unauthorized collaboration on take home assignments, submitting someone else’s work as your own, allowing another student to take an examination for you, or unauthorized use of notes, electronic devices or other materials during an examination.*
- **PLAGIARISM**—the act of presenting another person’s ideas, research or writings as your own.  
*Examples: Copying another person’s actual words without the use of quotation marks and/or*

*footnotes, failure to acknowledge a source when using information that is not common knowledge or failure to acknowledge collaborators on homework or laboratory assignments.*

- **INTERNET PLAGIARISM**—plagiarism that includes the submitting of downloaded term papers or parts of term papers as a student’s own work, paraphrasing or copying information from the internet without citing the source, as well as other forms of “cutting and pasting.”
- **OBTAINING UNFAIR ADVANTAGE**—any activity that intentionally or unintentionally gives a student an unfair academic advantage over other students.  
*Examples: Stealing, circulating or otherwise gaining access to unauthorized examination materials, intentionally obstructing or interfering with another student’s work, depriving other students of access to needed class or library materials by stealing, destroying or defacing them, retaining or circulating examination materials that clearly should have been returned at the end of the exam.*
- **FALSIFICATION OF RECORDS AND OFFICIAL DOCUMENTS**  
*Examples: Forging signatures or authorization, falsifying information on academic records, falsifying official documents such as grade reports, drop/add forms, ID cards or other college documents.*

- **MISCONDUCT ON INTERNSHIPS**—Behavior inappropriate to a professional setting or in violation of the rules established by either the College or the internship site. Non-compliance with local, state and federal laws while on internship is also included.

*(Above adapted from The CUNY Policy on Academic Integrity, June 2004)*

## VIOLATIONS OF ACADEMIC INTEGRITY

*The handling of violations of academic integrity involves the imposition of sanctions in accordance with the College’s definitions of academic dishonesty as listed above.*

- When an incident involving apparent academic dishonesty occurs, the instructor will retain related documentation and complete an “Academic Integrity Complaint Form.”
- The instructor will then meet with the student to discuss the academic integrity charge and to explain the proposed sanction.
- If a student does not challenge the accusation and accepts the proposed sanction, the student signs the Academic Integrity Complaint Form and is given a copy. The remaining copies are then given to the Department Chairperson and the College Adjudicator in the Office of Enrollment and Student Development.

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- If a student indicates on the Academic Integrity Complaint Form that he or she wishes to challenge the accusation or penalty or does not wish to make a statement, or if the student refuses to sign the Form or meet with the instructor, the Complaint Form is forwarded to the Department Chairperson. The student may request to meet with the Department Chairperson. If the matter still remains unresolved, a copy of the Complaint Form is given to the student and the instructor. The remaining copies of the Complaint Form and related documentation are then forwarded to the College Adjudicator in the Office of Enrollment and Student Development for further action.

a) *Students challenging cases involving plagiarism:* The College Adjudicator will forward the complaint to the College's Academic Standing Committee for review. The ASC will evaluate the alleged violation and return its decision to the College Adjudicator in a timely fashion. At that time, the College Adjudicator will inform the student of the final decision and sanction, if any.

b) *Students challenging all other cases of academic dishonesty:* The College Adjudicator will forward the complaint to the College's Faculty Student Review Board. The FSRB will evaluate the alleged violation

and return its decision to the College Adjudicator in a timely fashion. At that time, the College Adjudicator will inform the student of the final decision and sanction, if any.

c) *Students indicating "I do not wish to make a statement at this time" or refusing to sign the complaint form or meet with the instructor:* The College Adjudicator will call the student to a meeting to determine an appropriate course of action as described above. In cases in which a student fails to appear at the required meeting or to contact the adjudicator within one week of his or her failure to appear, the instructor's sanction shall apply without further benefit of student appeal.

The Adjudicator will keep records of all cases involving academic dishonesty. In cases involving a second or further offense, the Student Faculty Review Board may impose a disciplinary sanction in addition to the academic sanction imposed by the instructor.



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