DIABLO VALLEY COLLEGE
ACADEMIC INTEGRITY POLICY

Diablo Valley College is committed to creating an environment where student achievement is championed and celebrated. Because the college values academic integrity as an essential component of academic excellence, students are expected to be truthful and ethical in their academic work. Commitment to academic integrity is the responsibility of every student and faculty member at Diablo Valley College.

Faculty and students come from a variety of backgrounds and cultures, giving rise to different understandings of moral and ethical behavior. Faculty should clearly state well-defined standards to reduce uncertainty and clarify expectations.

Academic dishonesty is defined as: an act of deception in which a student claims credit for the work or effort of another person or uses unauthorized materials or fabricated information in any academic work. Academic dishonesty is a violation of the DVC ‘Student Code of Conduct’ and will not be tolerated. Academic dishonesty diminishes the quality of scholarship at Diablo Valley College and hurts the majority of students who conduct themselves honestly.

Acts of academic dishonesty include, but are not limited to, the following:

- **CHEATING** – Unauthorized copying or collaboration on a test or assignment, or the use or attempted use of unauthorized materials;

- **TAMPERING** – Altering or interfering with evaluation instruments and documents;

- **FABRICATION** – Falsifying experimental data or results, inventing research or laboratory data or results for work not done, or falsely claiming sources not used; fabricating or falsifying documentation to try to change a course grade;

- **PLAGIARISM** – Representing someone else’s words, ideas, artistry, or data as one’s own, including copying another person’s work (including published and unpublished material, and material from the Internet) without appropriate referencing, presenting someone else’s opinions and theories as one’s own, or working jointly on a project, then submitting it as one’s own;

- **ASSISTING** – Assisting another student in an act of academic dishonesty, such as taking a test or doing an assignment for someone else, changing someone’s grades or academic records, or inappropriately distributing exams to other students.
DIABLO VALLEY COLLEGE  
ACADEMIC INTEGRITY POLICY  

I. When an act of academic dishonesty comes to an instructor’s attention, the following procedures shall be followed:  
1. Collect evidence and document the incident,  
2. Permit the accused student an opportunity to explain, and  
3. Advise the student of possible penalties.  

II. If there is clear evidence of a violation of the DVC Academic Integrity Policy, the instructor may:  
1. Inform the student of the academic penalty which may include one or more of the following:  
   a. A reduced score on the assignment or exam;  
   b. A score of zero or “F” on the assignment or exam;  
   c. A reduced grade in the course;  
   d. An “F” in the course for repeated or multiple violations of the DVC Academic Integrity Policy within that particular course;  
   e. Removal from class for one or two class days as outlined in the Education Code (section 76032) and referred to in the “Removal by Instructor” section of the Student Code of Conduct  

2. Inform the student of the right to appeal the academic penalty, in cases of mistake, fraud, bad faith or incompetence. (Refer to the “Student Appeals for Grade Changes” procedure outlined in the DVC catalog for more information.) However, the removal from class (see 1.e. above) is not subject to appeal. 

3. Inform the student of recommendations for further action which may include:  
   a. No further action, or  
   b. Disciplinary Review with the President’s Designee, including education about academic integrity;  
   c. In the case of more egregious violations of academic integrity, a recommendation that the President’s Designee consider suspension of a semester or more or expulsion.  (If the President’s Designee does not follow a recommendation to suspend or expel the student, the faculty member will receive written notification of the reasoning. In the case of not following recommendations 3a or 3b, verbal notification will suffice.)  

4. Send a “Report of Academic Dishonesty” form to the President’s Designee. The President’s Designee will keep this report in a confidential file for three years. This will help identify repeat patterns of academic dishonesty, and generally a second offense will result in long-term suspension from the college. (If the President’s Designee chooses not to assign long term suspension, due to extenuating circumstances, the faculty member will receive written notification.) This report may only be shared with the student to whom it pertains and with those within the college who have a legitimate educational need for the information as determined by the President’s Designee. After serious consideration of the instructor’s recommendation, the President’s Designee will address violations of academic integrity in accordance with the Student Code of Conduct.  

Diablo Valley College gratefully acknowledges that it has freely borrowed, modified and used words, phrases, sentences, and ideas found in similar documents of the following educational institutions, listed in alphabetical order:  
CSU San Marcos * Oregon State University * Southwestern Oregon Community College  
UC Santa Barbara * University of Charleston* University of Colorado at Boulder * University of Maine
DIABLO VALLEY COLLEGE
ACADEMIC DISHONESTY REPORT FORM

Instructor: __________________________ Phone/Ext: __________________________
Course: ____________________________ Dept./Division: __________________________
Student(s) Name: __________________________ Student ID#: __________________________
Term & Year: __________________________ Reporting Date: __________________________

Type of Academic Dishonesty (refer to the DVC Academic Integrity Policy for definitions of the following terms):

___ Cheating  ___ Tampering  ___ Fabrication

___ Plagiarism  ___ Assisting  ___ Other

Summary of the incident (include date, time, place, evidence; attach separate document if needed):

☐ Check box if copy of evidence is attached to this report.

Student response if any:

Instructor’s action(s): ☐ Reduced score on assignment ☐ zero or “F” on assignment
☐ reduced grade in the course ☐ “F” in course (for repeated or multiple violations within that course during a semester) ☐ removal from class
☐ other __________________________
Instructor’s recommendation(s) for further action (if any): ☐ No further action
☐ Disciplinary Review including education about academic integrity
☐ Suspension or expulsion ☐ other __________________________

Instructor’s signature: __________________________ Date: __________________________

Student’s signature: __________________________ Date: __________________________

(Note: The student’s signature is not an admission of guilt. The student’s signature indicates that s/he is aware of the instructor’s action or recommendation for further action, and that s/he is aware of the right to appeal action(s) taken by instructor as outlined in the DVC catalog in the “Student Appeals for Grade Changes” section.)

Recommend copies for President’s Designee, Instructor and Student

Academic Integrity Policy And ADRF Rev 053112
http://www.dvc.edu/org/info/policies/pdfs/ADRF.pdf