

DIABLO VALLEY COLLEGE

ACADEMIC DISHONESTY REPORT FORM

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;

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else's words, ideas, artistry, or data as one's own, including copying another person's work (including published and unpublished material, and material from the Internet) without appropriate referencing, presenting someone else's opinions and theories as one's own, or working jointly on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.

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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;
 - 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 Dean of Student Life, including education about academic integrity;
 - c. In the case of more egregious violations of academic integrity, a recommendation that the Dean of Student Life consider suspension or expulsion. (If the Dean 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 Dean of Student Life. The Dean 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 Dean 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 Dean. After serious consideration of the instructor's recommendation, the Dean 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*

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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 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.)

Triplicate form: Dean of Student Life – Instructor - Student