Chapter 7: Scholastic Dishonesty

Board policy FLB (LOCAL) is associated with this chapter.

Every member of the Collin College community is expected to maintain the highest standards of academic integrity. All work submitted for credit is expected to be the student's own work. Collin College may initiate disciplinary proceedings against a student or program applicant accused of scholastic dishonesty. While specific examples are listed below, this is not an exhaustive list, and scholastic dishonesty may encompass other conduct, including any misconduct through electronic or computerized means. Scholastic dishonesty includes, but is not limited to, one (1) or more of the following acts.

Cheating

Definition

Cheating includes, but is not limited to:

1. Intentionally or unintentionally using or having access to materials, information, or aids (including Artificial Intelligence (AI) or electronic aids) for any coursework, exam, or exercise, when not allowed by the faculty member;
2. Dishonest or unfair acts to gain academic advantage or cause academic disadvantage to another student;
3. Receiving information in an unauthorized manner during a quiz or exam or to complete an assignment;
4. Failing to observe the expressed instructions or procedures of a faculty member or the Testing Center staff for an assignment, quiz, or exam;
5. Falsifying academic records or documents; and/or
6. Attempting to fulfill the requirements of a course through any other dishonest means.

Examples of Cheating

Examples of cheating include, but are not limited to:

1. Unauthorized use of Artificial Intelligence (AI); content generators; or electronic, digital media, telecommunication, and/or wearable devices (e.g. phones, smartwatches, Fitbits) to complete a quiz, examination, or class assignment.
2. Using, buying, selling, soliciting, stealing, or otherwise obtaining course assignments and/or examination questions in advance.
3. Using information about exams posted on the internet or in any electronic medium.
4. Violating a faculty member's and/or the Testing Center's testing policies and procedures.
5. Leaving a test site without permission.
6. Failing to secure test materials.
7. Removing tests or answer sheets from a test site.
8. Using someone else's work for an assignment in whole or in part as if it were one's own (e.g., turning in a copy of someone else's work as one's own work, or incorporating text generated by Artificial Intelligence (AI) programs or content generators as one's own writing).
9. Submitting academic work in whole or in part for more than one (1) assignment, class, or institution without the faculty member's permission (i.e., recycling an assignment or self-plagiarism).
10. Using annotated texts or teacher's editions.
11. Making false statements or omissions related to applications for enrollment, credit or classwork, research, or the award of a degree.

Collusion

Definition

Collusion includes, but is not limited to:

1. Intentionally or unintentionally aiding or attempting to aid another in an act of scholastic dishonesty; or
2. Unauthorized collaboration between two (2) or more students to complete coursework beyond the allowances or parameters set by the faculty member.

Examples of Collusion

Examples of collusion include, but are not limited to:

1. Having another person attend class on your behalf.
2. Having another person participate in class or complete coursework on your behalf.
3. Collaborating with or communicating answers to another student about an examination or course assignment without the faculty member's permission (including through apps or online platforms).
4. Communicating exam answers to other students during an examination.
5. Communicating exam questions or answers to other students who will take the same exam later.
6. Failing to secure academic work.
7. Providing an inappropriate level of assistance (example: completing work for another student).
8. Allowing another student to copy your work or answers.
9. Working in a group on an assignment when not allowed to do so by the faculty member.
10. Allowing or paying another to complete your work (example: a paid term-paper writer).

Plagiarism

Definition

Plagiarism includes, but is not limited to, intentionally or unintentionally using someone else's language, ideas, or other original material (i.e., information that is not common knowledge) without acknowledging the source.

Examples of Plagiarism

Examples of plagiarism include, but are not limited to:

1. Failing to quote and cite words, information, and/or ideas taken from a source(s) in accordance with a citation style approved by the faculty member; and/or
2. Inadequately paraphrasing (i.e., summarizing information without proper citation).

Scholastic Dishonesty Reports and Faculty Grading

In cases where an incident report has been filed for an alleged violation of scholastic dishonesty, the faculty member may either:

1. Delay posting a grade for the academic work in question until the case is finally adjudicated, as defined in this *Student Code of Conduct*; or
2. Enter a temporary placeholder grade of zero (0), along with an explanatory note, on the assignment(s) under review until the case is finally adjudicated, as defined in this *Student Code of Conduct*.

A final grade for the course will not be entered prior to a final resolution of the case.

A student found responsible for a scholastic dishonesty offense(s) may receive an appropriate disciplinary penalty or penalties, as defined in this *Student Code of Conduct*. The student may also receive an academic penalty in the course where the scholastic dishonesty took place. The faculty member will determine the appropriate academic

penalty based on their syllabus policies and in compliance with law, which may include, but is not limited to, a grade of zero (0) on the assignment or failing the course. For more information, see *Chapter 17: Disciplinary Penalties* in the *[Student Code of Conduct](#)*.

Collin College Honor Code
Collin College's Student Government Association (SGA), in collaboration with staff employees, will draft an Honor Code that addresses academic dishonesty by students at Collin College.

The Honor Code will reflect student values and ethical conduct that adheres to Collin College's Core Values of Integrity and Academic Excellence. The Honor Code will be submitted to the Academic, Governance, and Strategic Planning Council (AGS) for review and a vote to recommend to the College District President for final approval.

When approved, the Honor Code will be included in the student handbook and official college publications. The Honor Code will be published in the *Collin College Student Handbook* and included in course syllabi. Once approved, violations of the Honor Code may be formally reported to the district dean of students or designee, as defined in this *Student Code of Conduct*. Subsequent allegations of scholastic dishonesty that also violate the Honor Code will also be referred to Collin College's Honor Council for adjudication, as defined in this *Student Code of Conduct*.

Rationale and Purpose
Academic dishonesty, including plagiarism, cheating, and collusion, undermines the integrity of academic institutions. Academic dishonesty compromises the value of a Collin College education and erodes the culture of trust necessary for a thriving academic community. In response, Collin College's Faculty Council proposes the creation of a formal Honor Code that will articulate the ethical standards expected of all students. This Honor Code will foster a shared sense of responsibility for maintaining academic integrity and serve as a foundation for promoting honesty, accountability, and mutual respect across the college.

The Student Government Association's collaboration and input are essential to ensure the Honor Code reflects student values and is embraced as a student-led initiative.

Mission and Goals of the Honor Code
The mission of the Honor Code is to cultivate a culture of academic integrity and personal accountability among all students at Collin College by establishing clear expectations for ethical behavior in all academic endeavors.

Goals:

1. To promote honesty, trust, and fairness in all academic work.
2. To educate students on the definitions and consequences of scholastic dishonesty.
3. To empower students to take ownership of their learning and ethical responsibilities.
4. To support faculty in upholding standards of academic excellence.
5. To create a community-wide commitment to integrity and mutual respect.

Honor Code Statement
Collin College Student Honor Code

"I pledge to uphold honesty, integrity, and responsibility in all my academic work at Collin College. I will not engage in any form of academic dishonesty, and I will support a community built on trust and respect."

Students' Commitment and Expectations to the Honor Code

1. Commit to the Honor Code: Read, understand, and uphold the Collin College Honor Code in all academic and extracurricular work.
2. Complete Academic Work Honestly: Submit only your own original work, and avoid cheating, plagiarism, or unauthorized collaboration.
3. Seek Help When Needed: Ask your Collin College professor, an Anthony Peterson Center for Academic Assistance (APCAA) tutor, or other Collin College resources for guidance when struggling with assignments instead of turning to dishonest methods.
4. Understand What Constitutes Academic Dishonesty: Learn the definitions and consequences of cheating, plagiarism, fabrication, and facilitating academic misconduct.
5. Manage Time Effectively: Plan ahead and avoid last-minute work that may lead to poor decisions or scholastic dishonesty under pressure.
6. Use Resources Responsibly: Use citation tools, tutoring services, and academic technologies ethically and within stated course and professor guidelines.
7. Support a Culture of Integrity: Encourage peers to value honest work and contribute to a respectful academic community through example and conversation.
8. Report Academic Misconduct: Report to the appropriate faculty member or the Dean of Students Office any instance of academic misconduct or dishonest behavior you become aware of or witness.

Faculty's and Staff's Commitment and Expectations to Upholding the Honor Code

1. Clearly Communicate Academic Integrity Policies: Include the Honor Code and academic integrity expectations in all course syllabi and review them with students at the beginning of each term.
2. Educate Students on Scholastic Dishonesty: Discuss what constitutes plagiarism, cheating, and unauthorized collaboration, and provide examples to promote understanding.
3. Utilize Tools and Technologies Responsibly: Use plagiarism and cheating detection tools and proctoring software thoughtfully to identify and address misconduct while fostering student trust and transparency.
4. Foster an Environment of Trust and Respect: Build relationships with students that encourage open communication and emphasize the value of honest academic work.
5. Address Violations Promptly and Fairly: Follow Collin College procedures for reporting and documenting suspected dishonesty, ensuring consistency and due process for all students.
6. Model Ethical Behavior: Demonstrate integrity in teaching practices, grading, communication, and collaboration with colleagues and students.
7. Collaborate with Colleagues on Best Practices: Engage in department or college-wide conversations to share strategies for promoting academic integrity and addressing concerns.