

## **Academic Integrity Policy**

Rockingham Community College requires all members of its academic community to demonstrate and maintain high standards of academic integrity and personal conduct. In order to assure that Rockingham Community College is an institution of high scholarship, it is the responsibility of every member to be familiar with and adhere to the academic integrity policies of the College.

Academic integrity will not be compromised at Rockingham Community College. Students should act with personal integrity and honesty to help create and sustain an environment in which students are recognized for their own work. Students must not engage in or help others to commit acts of academic dishonesty, including cheating, plagiarism, lying, and gaining unfair advantage. Students are expected to report violations.

### ***Definitions***

Cheating is defined as providing, receiving or attempting to receive information, data, answers or other information not permitted by the instructor.

Plagiarism is defined as presenting another's work, words, ideas, opinions, theories, etc. either in whole or in part as though they were the student's own efforts.

In the context of academic integrity, lying is defined as intentionally providing false information to a fellow student or college employee. Gaining unfair advantage is defined as participation in any activity that intentionally or unintentionally gives a student an unfair advantage in the student's academic work over another student.

### ***Procedure for Violations of Academic Integrity***

It is the right and responsibility of instructors to maintain an atmosphere of high academic integrity within their classrooms. A charge of academic dishonesty and the assigned consequences thereof are the right of the instructor and must be outlined on the course syllabus. All cases for which an instructor has imposed an academic sanction or delivered a warning resulting from academic dishonesty must be reported to the Vice President for Student Development for the purpose of maintaining accurate records of the frequency of violations. In certain cases, the instructor may also file a formal complaint with the Vice President for Student Development for further disciplinary action beyond the classroom.

When an apparent violation of academic dishonesty has occurred, the instructor will retain related documentation and complete the Academic Integrity Violation Form. The instructor will notify the student within seven class days upon discovery of the alleged violation to discuss the academic dishonesty charge and explain the proposed consequences of the violation. When a face-to-face meeting is not possible for a student, the instructor will notify the student by official RCC email. The student is expected to sign the form, indicating whether he/she accepts the sanction or wishes to challenge the accusation or proposed sanction. Failure to obtain the student's signature does not interrupt the process.

A copy of the form will be provided to the student and the Academic Dean. The Academic Dean will send a copy of the form to the Vice President for Student Development. The Vice President for Student Development will maintain and keep records of all cases involving violations of academic integrity. The student will be notified by the Vice President for Student Development when a case has been filed.

In any case, if the student wishes to challenge a charge of academic dishonesty or the sanction, he/she may file a Student Academic Grievance. The procedure for filing such a grievance is located in the RCC Student Handbook.