



SANTA MONICA COLLEGE CODE OF ACADEMIC CONDUCT

Santa Monica College is a community-oriented, open-door, educational institution whose purpose is to educate and enlighten members of the community who seek knowledge, cannot and will not tolerate academic dishonesty. In order to uphold the academic integrity of the institution, all members of the academic community, faculty and students alike, must assume responsibility for providing an educational environment of the highest standards, characterized by a spirit of academic honesty; therefore, under no circumstances will academic dishonesty be tolerated at this institution.

Definition and Examples of Academic Dishonesty

Santa Monica College defines academic dishonesty as the act of or assistance in deceiving, including fraud or deception, in any academic exercise. This includes, but is not limited to, the following actions not authorized by the instructor or testing officer:

- Using testing aids such as calculators, tape recorders, electronic devices or notes on any examination.
- Allowing another individual to assume one's identity for the purpose of enhancing one's grade in any of the following: testing, field trips, or attendance.
- Falsifying or attempting to falsify attendance records and/or grade rosters.
- Representing the words, ideas or work of another as one's own in any academic exercise (plagiarism), including the use of commercial term papers.
- Changing answers on a previously scored test, assignment, or experiment with the intent to defraud.
- Copying or allowing another student to copy from one's paper or answer sheet during an examination or for a graded assignment.
- Inventing information for the purpose of completing a laboratory experiment, a case study analysis, or field trip with the intent to defraud.
- Giving and/or taking information during an examination by any means including sign language, hand signals, secret codes, or electronic transmission.
- Accessing or reproducing exams in any form without the prior authorization of the instructor with the purpose of sharing, selling, or publishing them.

Responsibilities of Santa Monica College Students

In order to maintain an environment of academic integrity students will:

1. Behave in a manner that encourages learning and upholds academic integrity.
2. Act with fairness (i.e., not seek undue advantage) towards other students in classroom interactions, completion of assignments, examinations, or any other academic activity.
3. Make every attempt to prevent the unauthorized use of their work.

Consequences for Infractions of Academic Dishonesty

Given an alleged violation of academic honesty, any or all of the following actions may be imposed:

1. The instructor may assign a failing grade to the examination, assignment, or course in which the alleged cheating or plagiarism occurred.
2. If the instructor chooses to assign a failing grade for the course, a consultation with the Department Chair or designee is required.
3. The instructor may dismiss the student from the class or activity for up to two class sessions.
4. In severe incidents of academic dishonesty, including but not limited to impersonation, stealing exams or research papers, or repeated violations, the Campus Disciplinarian may suspend or recommend expulsion of a student from the College.

