

SCHOLASTIC DISHONESTY

Statement on Scholastic Dishonesty

At Tarrant County College, scholastic dishonesty is unacceptable and is not tolerated. Any person who is a party to scholastic dishonesty as defined below will be disciplined as prescribed in this document.

SCHOLASTIC DISHONESTY is defined as misconduct including, but not limited to, plagiarism, cheating, and collusion.

A. PLAGIARISM

is defined as presenting as one's own the ideas or writings of another without acknowledging or documenting the source(s).

Students are guilty of plagiarism

when they do any of the following in an essay or presentation:

- Copy a word or words directly from a book, periodical, or electronic source without using quotation marks and references to sources;
- Summarize or paraphrase the ideas or opinions of an author or use the data collected by an author without citing the author as the source;
- Submit papers or projects which do not reflect their own knowledge, voice, and style, usually as a result of having had another person (1) write, (2) rephrase, (3) rewrite, or (4) complete their ideas;
- Submit a paper or project which was written or prepared by another person for another class or another instructor implying that the work is their original composition or project;
- Submit a paper or project which was previously submitted to fulfill requirements for another course, unless (1) the professor permits students to draw from earlier papers/projects or (2) the professors of concurrent courses (i.e. Common Ground courses) permit students to submit a paper/project to fulfill requirements in both courses;
- Download a paper or portions of text from an electronic source and (1) paste it into a paper, (2) retype the paper or portions of the paper and submit it as their own composition, (3) retype phrases or sentences with a few changes, and submit the paper as their own composition, or (4) summarize or paraphrase the ideas from one or more sentences, without citing the source.
- Submit as their own work a paper (or parts of a paper) purchased from a company or electronic source that offers catalogs of essays on different topics and/or for different courses.

B. CHEATING

is defined as intentionally using or attempting to use unauthorized sources in exams or on other scholastic projects, as well as failing to follow instructions in such activities.

Students are guilty of

cheating

when they do any of the following:

- Copy answers from another student's examination answer sheet;
- Use or attempt to use unauthorized materials (notes, study guides, "crib" sheets, textbooks, electronic devices, etc.) during an examination;
- Exchange forms of a test with a classmate (i.e. exchange *Form A* for *Form B*);
- Possess and/or use unauthorized copies of tests or answer sheets;
- Change answers or grades on a graded project.

C. COLLUSION

is defined as intentionally aiding or attempting to aid another in an act of scholastic dishonesty.

Students are guilty of collusion

when they do any of the following:

- Provide a complete paper or project to another student;
- Provide an inappropriate level of assistance to another student in the form of (1) writing, (2) rephrasing, (3) rewriting, or (4) completing the paper or project;
- Communicate answers to a classmate during an examination;

- Remove tests or answer sheets from the testing site;
- Knowingly allow a classmate to copy answers from his/her examination paper;
- Exchange forms of a test with a classmate (i.e. exchange *Form A* for *Form B*).

INSTRUCTIONAL AND ADMINISTRATIVE RESPONSE TO SCHOLASTIC DISHONESTY

Actions taken by individual instructors in response to a case of scholastic dishonesty by students may include one or more of the following:

- Assigning a zero for the paper, project, exercise, or test;
- Requiring the student to resubmit another paper, project, or exercise or to retake the test;

In cases of serious or repeated scholastic dishonesty offenses, the student may be referred to the dean of student development and educational services or his or her designated representative for disciplinary review subject to possible disciplinary action as listed in the Tarrant County College *Student Handbook* under section titled "Disciplinary Procedure."

The College may initiate disciplinary proceedings against a student accused of scholastic dishonesty. "Scholastic dishonesty" includes but is not limited to cheating on a test, plagiarism, and collusion.