

Academic Misconduct

Background

The Health Care Aide Academy is committed to maintaining high standards of academic performance and integrity and it is incumbent upon all members of The Health Care Aide Academy community to uphold these standards.

Procedures

1. **Academic Misconduct:** Academic misconduct may be defined broadly as the giving, taking, or presenting of information that dishonestly aids an individual or group in the determination of academic merit or standing. Common examples include, but are not limited to, plagiarism and cheating.
2. **Plagiarism** is a form of academic misconduct that occurs when someone presents work that has been created by another as one's own. Specific examples include:
 - presenting in any format the words, ideas, images, or data created by or belonging to someone else as if it were one's own
 - manipulating source material in an effort to deceive or mislead
 - submitting work that contains misleading references that do not accurately reflect the sources actually used
3. **Cheating** is a form of academic misconduct that occurs when someone employs an unauthorized means to obtain credit for work submitted, to gain advantage over others in the assessment of academic work, or to assist others in obtaining such advantages. Specific examples include:
 - accessing information from unauthorized sources (i.e. other students or notes) in the course of completing an assignment, test, or examination
 - possessing unauthorized evaluation materials in advance of their administration
 - collaborating on any project, assignment, or examination without prior permission
4. Students who have been found to have committed acts of academic misconduct will receive one or more of the following sanctions commensurate with the nature, frequency, and seriousness of the violation(s) of stated academic integrity requirements.
5. **Minor Sanctions:** Warning/Admonition: A written notice that further incidents of academic misconduct may result in additional disciplinary action that could carry more serious consequences.
 - 5.1 Remediation: A requirement, often combined with another sanction, that a student re-do an assignment or participate in an academic integrity activity (e.g., workshop, on-line tutorial, assignment).
 - 5.2 Grade Reduction: A reduction in grade or a failing grade for the activity or work which was found to be an incident of academic misconduct. If a specific grade reduction results in a failing grade for the course, this shall not amount to a Failing Grade with Transcript Notation.

5.3 Failing Grade with Transcript Notation: A failing grade for a course in which academic misconduct occurred, with a notation on the transcript stating that the failing grade resulted from an incident of academic misconduct.

5.4 Suspension of Application: A temporary suspension of an application for financial aid, scholarship, or prior academic credit pending satisfactory completion of conditions related to a violation.

5.5 Suspension of Credential: A temporary suspension of credential pending satisfactory completion of conditions related to a finding of academic misconduct.

6. **Major Sanctions** The application of major sanctions requires the approval of the President.

6.1 Suspension: An exclusion from accessing any or all campuses, buildings, facilities, programs or services for a prescribed period or until specified conditions have been satisfied.

6.2 Expulsion: A permanent exclusion from accessing any college buildings, facilities, programs, or services. Termination of Application: A permanent cancellation of an application for financial aid, scholarship, or prior academic credit resulting from a violation.

Adopted: May 11, 2021

Reviewed/Revised: