




MEMO

To: All Full-time and Adjunct Faculty Members

From: Sarah L. D. Garrett, J. D., Vice President for Academic Affairs/CAO 

Date: January 15, 2010

Subject: New Policies and Syllabi Recommendations

As you are preparing your syllabi for the semester, it is recommended that the below outlined information on the new changes in policies regarding the Developmental Courses and Academic Integrity be included in your syllabi, as this will be helpful information for your students.

Please be reminded that effective January 2010, Developmental Course Work will not be computed into the student's cumulative GPA and that two letter designations will be used for those courses. Also in effect is the new Academic Integrity Policy. The following information will also be posted to the college website. Again, it is recommended that you include it in your syllabi.

Notice of Change in Policies

Developmental Courses:

Effective January 2010, Developmental Course Work will not be computed into the student's GPA. A two letter grade designation will also be used for developmental courses based on the following scale:

AA	=	A+, A	=	4.0
AB	=	A-	=	3.7
BA	=	B+	=	3.3
BB	=	B	=	3.0
BC	=	B-	=	2.7
CB	=	C+	=	2.3
CC	=	C	=	2.0
CD	=	C-	=	1.7
DC	=	D+	=	1.3
DD	=	D	=	1.0
DF	=	D-	=	0.7
FF	=	F	=	0.0

Academic Integrity

Academic integrity is the keystone of teaching, learning, and assessment. Bristol Community College is committed to promoting and supporting this ideal. In fact, it is fundamental to our mission. All students, faculty, staff, and administrators are expected to maintain a high standard of academic honesty and integrity.

College students must assume responsibility for maintaining academic integrity in their work and in the work of others. Students, as colleagues in learning, have a responsibility to document their own work and to report other incidents of academic dishonesty or negligence.

Faculty and staff cooperation is necessary to ensure academic integrity, and they should serve as a model for their students. Syllabi should include their expectations and the college policy, course materials should be cited.

Incidents of academic dishonesty should be addressed and reported in a timely fashion.

The administrators at Bristol Community College also share in demonstrating and ensuring academic honesty and integrity. While recognizing that academic freedom is a fundamental right of higher education, it must be supported by academic integrity and honesty. For that reason, the College will not tolerate academic dishonesty or negligence and has established policies and procedures to ensure academic honesty and integrity is maintained and supported.

Academic Dishonesty Policy

A college community must be established on a foundation of truth and academic integrity. Bristol Community College has an obligation not only to promote these high standards of academic honesty, but also to address academic dishonesty. Academic dishonesty is demonstrated by cheating, plagiarism, and facilitating academic dishonesty.

- **Cheating** – Includes, but is not limited to: (1) use of any unauthorized assistance in taking quizzes, tests, or examinations; (2) dependence upon the aid of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments; or (3) the acquisition, without permission, of tests or other academic material belonging to a member of the College faculty or staff. Cheating shall also include the use, by paraphrase or direct quotation, of the published or unpublished work of another person without full and clear acknowledgement. It also includes the unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials. Taking credit for work done by another person or doing work for which another person will receive credit. Copying or purchasing other's work or arranging for others to do work under a false name. (BCC Student Handbook)
- **Plagiarism** – Includes, but is not limited to, the use, by paraphrase or direct quotation, of the published or unpublished work of another person without full and clear acknowledgement. It also includes the unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials. This would also include material that is obtained from the computer. (BCC Student Handbook)

- **Facilitating Academic Dishonesty:** Students who allow their work to be used by other students or who otherwise aid others in academic dishonesty are violating academic integrity.

Evaluation and Reporting:

When a faculty member has reason to believe and evidence to document that a student is being academically dishonest, the faculty member may handle the matter at the course level. You may also want to discuss the issue with your department chair and/or division dean.

If the faculty member wants to document and report an incident of academic dishonesty, the faculty member is responsible to take the following steps:

- Consult with the department chair and/or divisional dean.
- Arrange for a meeting with the student to advise the student of the allegations, to present the evidence, and to make the student aware of the consequences.
- Allow the student to present evidence of innocence, explain extenuating circumstances, and/or provide relevant information.
- Report the incident to your Division Dean using the *Academic Dishonesty Report*.

The Dean will send a copy of the report to the Vice President for Academic Affairs who will keep it on file until the student graduates. A copy of the report and a letter explaining the due process procedures will be sent to the student.

Academic Penalties:

If the faculty member determines that the student did commit an act of academic dishonesty, the faculty member has the authority to impose any of the following:

- Warning.
- Failing grade in the exam, paper, or other assessment. A grade of zero is recommended.
- Revision of work.
- Reduction in grade.
- Withdrawal from course.
- Failing grade in course.

Due Process:

The above action does not negate the student's right to due process in accordance with the Code of Conduct Disciplinary Process as outlined in the *Student Handbook and Academic Calendar*.

Academic Negligence

Academic Negligence is demonstrated by failure to do assigned work or by excessive absences. A student guilty of academic negligence may be dropped from a course with a grade of "W" or "F" by the faculty member.