

## Academic Honor Code

As a student at Foothill College, you join a community of scholars who are committed to excellence in the teaching and learning process.

We expect that students will pursue their studies with integrity and honesty and all students should know that incidents of academic dishonesty are taken very seriously.

### What Is Academic Dishonesty?

The two most common kinds of academic dishonesty are cheating and plagiarism.

Cheating is the act of obtaining or attempting to obtain credit for academic work through the use of dishonest, deceptive or fraudulent means.

Plagiarism is representing the work of someone else as your own and submitting it for any purpose.

It is your responsibility to know what constitutes academic dishonesty. Interpretations of academic dishonesty may differ among individuals and groups. However, as a student at Foothill, you are expected to refrain from the behavior outlined herein. If you are unclear about a specific situation, speak to your instructor.

The following list exemplifies some of the activities defined as academic dishonesty:

### Cheating

- Copying, in part or in whole, from someone else's test;
- Submitting work presented previously in another course, if contrary to the rules of either course;
- Altering or interfering with grading;
- Using or consulting, during an examination, any sources, consulting others, use of electronic equipment, including cell phones and PDAs, or use of materials not authorized by the instructor; or
- Committing other acts that defraud or misrepresent.

### Plagiarism

- Incorporating the ideas, words, sentences, paragraphs or parts of another person's writings, without giving appropriate credit, and representing the product as your own;
- Representing another's artistic or scholarly works such as musical compositions, computer programs, photographs, paintings, drawings or sculptures as your own;
- Submitting a paper purchased from a research or term paper service, including the internet; or
- Undocumented web source usage.

## Other Specific Examples of Academic Dishonesty

- Purposely allowing another student to copy from your paper during a test;
- Giving your homework, term paper or other academic work to another student to plagiarize;
- Having another person submit any work in your name;
- Lying to an instructor or college official to improve your grade;
- Altering a graded work after it has been returned, then submitting the work for re-grading;
- Stealing tests;
- Forging signatures on drop/add cards or other college documents; or
- Collaboration without permission of instructor.

## Consequences of Academic Dishonesty

Academic and/or administrative sanctions may be applied when students are found responsible for violating our academic integrity process.

Academic consequences may include:

- Receive a failing grade on the test, paper or exam
- Have your course grade lowered
- Receive a grade of F in the course

Administrative consequences may include:

- Written warning
- Disciplinary probation
- Suspension
- Expulsion

The Student Affairs & Activities Office maintains a record of students who have engaged in academic dishonesty. This information is used to identify and discipline students reported for academic dishonesty more than once. A copy of the *Foothill College Student Conduct, Discipline & Due Process Procedure* is printed in the handbook for each of these groups, and copies are available in the Student Affairs & Activities Office in Room 2002.

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## Academic Integrity at Foothill College

Academic integrity means honesty and responsibility in scholarship. Unless collaboration is explicitly authorized, all academic work should result from an individual's own efforts. Intellectual contributions from others must be consistently and responsibly acknowledged. Students accused of violating Foothill's academic integrity policy will face judicial action, up to the possibility of suspension from the college. For more information about Foothill's academic integrity policy, visit [foothill.edu/handbook/academic-integrity.html](http://foothill.edu/handbook/academic-integrity.html) or stop by the Dean of Students office in [Room 2002](#).

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## Attendance

Regular and punctual attendance is an integral part of the learning process. As a Foothill student, you are expected to attend all scheduled classes in which you are enrolled. An instructor has the authority to drop a student who violates written attendance policies. Instructors are not obligated to hold seats for students who are enrolled but do not attend the first class meeting.

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## Audit Request Procedures

A number of Foothill classes are available for audit. To be eligible, you must have already taken and completed the class at Foothill the number of times permitted, and received a grade of **C** or better. Audit requests must have the signature of the instructor before you submit the request to the Admissions & Records Office. Auditors are admitted on a space-available basis.