

Santa Monica College

Administrative Regulation 4411

Code of Academic Conduct

To maintain the academic integrity of Santa Monica College, faculty and students must take responsibility for maintaining an educational environment characterized by academic honesty. Therefore, under no circumstances will academic dishonesty be tolerated.

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 or attempted actions not authorized by the instructor or testing officer:

- Using testing aids such as calculators, tape recorders, electronic devices or notes on any examination, or the failure to observe the expressed procedures or instructions of an academic exercise.
- 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 attendance records 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 or receiving 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.
- Intentionally or knowingly helping another to violate any provision of this Code.
- Forging or altering academic documentation (including transcripts, assessment scores/results, letters of recommendation, enrollment certifications, registration forms, and medical certification) concerning oneself or others.

Responsibilities of Santa Monica College Students

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

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

Responsibilities of Santa Monica College Faculty

In order to maintain an environment of academic integrity, faculty will:

1. Make every attempt to conduct the class in a manner that encourages honorable behavior, ensures student success, and discourages academic dishonesty.
2. Inform students of the course requirements, grading procedures, and expectations for acceptable academic conduct and behavior.
3. Inform students of the SMC Code of Academic Conduct and the consequences to be implemented if any behavior counter to the policy occurs.
4. In instances where alleged academic integrity violations are filed, inform students of their right to due process.
5. Ensure that the appropriate process for reporting a violation of the Code of Academic Conduct is followed.