

Academic Offenses

Responsible Unit: Academics, Vice President's Office

References: [KCTCS Code of Student Conduct Section 2.3](#)

[Rules of the KCTCS Senate, Section VII: 3.1](#)

Date Approved: December 2005

Students shall not plagiarize, cheat, or falsify or misuse academic records.

From [KCTCS Code of Student Conduct Section 2.3](#)

- **Plagiarism**

Plagiarism is the act of presenting ideas, words, or organization of a source, published or not, as if they were one's own. All quoted material must be in quotation marks, and all paraphrases, quotations, significant ideas, and organization must be acknowledged by some form of documentation acceptable to the instructor for the course. Plagiarism also includes the practice of employing or allowing another person to alter or revise the work that a student submits as the student's own. Students may discuss assignments among themselves or with an instructor or tutor, but when the actual material is completed, it must be done by the student and the student alone. The use of the term "material" refers to work in any form including written, oral, and electronic. All academic work, written or otherwise, submitted by a student to an instructor or other academic supervisor, is expected to be the result of the student's own thought, research, or self-expression. In any case in which a student feels unsure about a question of plagiarism involving the student's work, the student must consult the instructor before submitting the work.

- **Cheating**

Cheating includes buying, stealing, or otherwise obtaining unauthorized copies of examinations or assignments for the purpose of improving one's academic standing. During examinations or in-class work, cheating includes having unauthorized information, and/or referring to unauthorized notes or other written or electronic information. In addition, copying from others, either during examinations or in the preparation of homework assignments, is a form of cheating.

- **Student Co-Responsibility**

Anyone who knowingly assists in any form of academic dishonesty shall be considered as guilty as the student who accepts such assistance. Students should not allow their work to be copied or otherwise used by fellow students, nor should they sell or give unauthorized copies of examinations to other students.

- **Falsification or Misuse of Academic Records**

The misuse or actual or attempted falsification, theft, misrepresentation, or other alteration of any official academic record of the college is a serious academic offense. As used in this context, "academic record" includes all paper and electronic versions of the partial or complete academic record.