

Board Policy 5500 Standards of Student Conduct

I. Standard of Conduct

General Policy

Conduct at El Camino College must conform to the laws of the State of California, District Policies, and campus rules and regulations. The El Camino College faculty, staff and administration are dedicated to maintaining an optimal learning environment; the standards of behavior as outlined in this policy are essential to the maintenance of a quality college environment. These standards will apply to all students on campus, other college property or while attending any college-sponsored event. Violation of such laws, policies, rules and regulations or behavior adversely affecting suitability as a student, will lead to disciplinary action. Disciplinary actions as noted in Section II, may be taken against any person who engaged in behavior defined as misconduct as listed in Section B.

B. Misconduct

1. Dishonesty, including but not limited to cheating, plagiarism or knowingly furnishing false information to the College.
2. Forgery, alteration, or misuse of college documents, records, or identification.

EXAMPLES OF CHEATING OR PLAGIARISM

1. Representing the words, ideas or work of another as one's own in any academic exercise (plagiarism), including the use of commercial term paper companies;
2. Copying or allowing another student to copy from one's paper or answer sheet during an examination;
3. 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;
4. Falsifying or attempting to falsify attendance records and/or grade rosters;
5. Changing answers on a previously scored test, assignment or experiment with the intent to defraud;
6. Inventing data for the purpose of completing a laboratory experiment or case study analysis with the intent to defraud;
7. Giving and/or taking information during an examination by any means such as sign language, hand signals or secret codes;
8. Obtaining copies of notes, exams or exam questions by any means other than distribution from the instructor. (This includes copying and removing exam questions from the classroom for any purpose.);
9. Using study aids such as calculators, tape recorders or notes that have been specifically prohibited by the instructor.

CONSEQUENCES FOR CHEATING OR PLAGIARISM

Given alleged violation of the Standards of Conduct, any or all of the following actions may be imposed:

1. When there is evidence of cheating or plagiarism in classroom work, students may receive an F for that piece of work or may be suspended from all classes for that term and the following term if deemed appropriate.
2. The instructor may assign a failing grade to the examination or assignment in which the alleged cheating or plagiarism occurred. This action is based on information that the instructor had.

3. The instructor may dismiss the student from the class or activity for the present and/or following class session(s)
4. The instructor may recommend suspension or expulsion of the student from the college as stipulated in BP5500, Section IIB6 and 8. This recommendation must be in accordance with El Camino College's Due Process and Disciplinary Procedures.
5. Complete the Academic Dishonesty Report Form and submit it to the Academic Affairs Office.

When there is probable cause to believe that a student has committed any of the above actions, that student will be immediately suspended from the campus by any college manager during school hours, or delegated authority during non-school hours. Within 24 hours of, or the next regular work day after the suspension, the manager shall send the Dean of Student Services a written report of the suspension. The Dean of Student Services will then send a written notice to the suspended student, informing the student that he or she has been suspended for the remainder of the semester at a minimum and that he or she has the right to a hearing within ten days of the suspension.

Previous Board Policy Number: 5138

El Camino College Policy

Adopted: 11/24/69

Amended: 9/7/78, 8/21/89, 6/22/92, 5/16/94

Renumbered: 4/18/05