

# Pennsylvania College of Technology

## Policy Statement

**Title:** Academic Dishonesty

**Number:** P 4.45

**Approved by:**  
Presidential Action

**Approved Date:** 12/2010  
**Last Review Date:** 05/2023  
**Last Revision Date:** 05/2023

**Persons/Departments Affected:**  
All staff, faculty, and students

**Responsible Department:**  
Academic Affairs Office

### Definitions:

- a. **Academic Dishonesty:** deceptive behavior or actions regarding data, records, submitted works, exams, or other materials related to participation in a course or other academic exercise; these actions include, but are not limited to, cheating, plagiarism, multiple submissions, misrepresentation of academic records, falsification of any course related documents, facilitation of academic dishonesty by others, unfair advantage, violation of known safety requirements and ethical misconduct.
- b. **Cheating:** using or attempting to use unauthorized assistance (e.g., asking someone for an answer during a test, copying answers from another student's test, etc.), using unauthorized study aids during an exam (e.g., "cheat sheets" or books/notes), using unauthorized artificial intelligence (AI) tools and websites (e.g., content/text/code generators or word spinners) to complete assignments/exams, or submitting the work of another as one's own.
- c. **Plagiarism:** using the idea, data, or language of another without specific or proper acknowledgement. See College's full [definition of plagiarism](#).
- d. **Multiple submission:** submitting (or attempting to submit), without prior permission of the current faculty member, any work previously submitted to fulfill another academic requirement (e.g., paper or project submitted for another course or repeated course).
- e. **Misrepresentation of academic records:** misrepresenting or tampering with any portion of a student's transcripts or academic record.
- f. **Facilitating Academic Dishonesty:** knowingly helping (or attempting to help) another student to commit academic dishonesty.
- g. **Unfair advantage:** attempting to gain unauthorized advantage over fellow students (e.g., acquiring unauthorized access to exam materials, preventing or interfering with another student's efforts, lying about a need for a due date extension, continuing to write when time for a test has expired, destroying or keeping library materials, or behaving in any manner that jeopardizes the

health/welfare of others to unfairly acquire time or access to materials or equipment)

- h. **Ethical misconduct:** violating someone's right to confidentiality or interfering with, altering, falsifying, or inappropriately accessing personal/confidential records or trade secrets.
- i. **Student:** any person who is taking or auditing classes (including non-credit) at the College or is enrolled in any College program, including students enrolled in distance learning majors.

**Policy:**

- I. Upon admission to Penn College, students make the unqualified commitment to responsible, ethical academic conduct. Academic dishonesty, as defined above, is contrary to the mission of the College and to the best interest of its members. Therefore, students are expected to represent themselves, their work, and the work of others with honesty and integrity.
- II. Charges of academic dishonesty will be taken seriously. Students found guilty of academic dishonesty will be subject to action and penalties as the circumstances justify, including suspension or expulsion from the College.
- III. Any staff or faculty member who believes a student is guilty of academic dishonesty is to follow the complaint procedure as presented in [PR 4.45](#). The procedure also provides steps for appeal.
- IV. Any violation of this policy that involves behavior prohibited by the Student Code of Conduct ([PR 4.43](#)) may also be subject to the provisions and sanctions provided therein.
- V. Ultimate authority for student discipline is vested in the College president. Disciplinary authority may be delegated to College administrators, faculty, staff, committees, and organizations, as appropriate.

**Revision History:**

- Date: 05/2023 Revised definition of cheating to include unauthorized use of artificial intelligence (AI) tools and websites.
- Date: 07/2017 Revised definition of student to include distance learning students.
- Date: 12/2016 Minor revision to Multiple submission definition.
- Date: 02/2015 Revised definitions of academic dishonesty and facilitating academic dishonesty.
- Date: 05/2013 Minor change to the definitions of academic dishonesty and multiple submission
- Date: 12/2010 Implementation of policy and procedure, extracted from Student Code of Conduct and further expanded.

Policy 4.45 continued

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**Cross References:**

Academic Dishonesty Complaint Procedure, [PR 4.45](#)

Code of Conduct Policy and Procedure, [P 4.43](#) and [PR 4.43](#)