Pennsylvania College of Technology

Policy Statement

Title: Academic Dishonesty

Number: P 4.45

Approved by:
    Presidential Action

Approved Date: 12/2010
Last Review Date: 02/2026
Last Revision Date: 02/2026

Persons/Departments Affected:
    All Students, Faculty, and Staff

Responsible Department:
    Academic Affairs

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.), study aids (e.g., "cheat sheets" or books/notes), submitting the work of another as one's own, or other dishonest means to gain an unfair advantage in educational pursuits.

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 transcript 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 beyond the allotted time period, 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. **Artificial Intelligence (AI):** using without authorization and/or disclosure any digital tools or computer technologies that simulate and/or substitute for human production and/or learning; use of these technologies may facilitate cheating, plagiarism, data fabrication, misrepresentation of records or self, and other violations of academic integrity.

j. **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 responsible for 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 responsible for 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 Standards (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: 02/2026 Revised definition of "cheating" and added definition for "Artificial Intelligence" as it relates to academic dishonesty.

Date: 11/2024 Revised language to reflect "responsibility" for dishonesty over "guilty of" dishonesty.

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.

Cross References:

Student Code of Conduct Standards Policy and Procedure, P 4.43 and PR 4.43

Academic Dishonesty Complaint Procedure, PR 4.45