

CCBC Code of Academic Integrity

For the College to make its maximum contribution as an institution of higher learning, the entire college community must uphold high standards of integrity, honesty, and ethical behavior. In seeking the truth, in learning to think critically, and in preparing for a life of constructive service, honesty is imperative. Each student has a responsibility to submit work that is uniquely his or her own, or to provide clear and complete acknowledgement of the use of work attributable to others. To these ends, the following actions are expected of students:

- Complete all work without unauthorized assistance.
- Follow the professor's instructions when completing all class assignments.
- Ask for clarification when instructions are not clear.
- Provide proper credit when quoting or paraphrasing.
- Submit only one's own work.

Students who do not accept responsibility for the integrity of their own work will experience sanctions, including a written reprimand, failure of the assignment, failure of the course, and/or dismissal from the program. For repeat and extreme offenses, the College reserves the right to suspend or expel students. Suspension and expulsion are actions taken only by the chief student development officer on campus, or a designee.

If a student wishes to appeal a charge of having violated the code of academic integrity, the appeal must be filed within ten days of receiving notice of the offense. The appeal will be handled according to the procedures established for other academic appeals.

Approved by L/AAC on 2/20/02

END