

Mt. San Antonio College
Biological Sciences Department Policy on Student Cheating

POLICY

1. No dictionaries, reference materials, notes, or programmable calculators may be used during any exam or quiz unless authorized by the professor.
2. No electronic devices, of any type, may be used during any exam or quiz unless authorized by the professor.
 - a. Electronic devices include, but are not limited to: cell phones, PDAs (personal digital assistants), earphones, cameras, MP3 players, translation devices, and electronic dictionaries.
3. No talking, signaling, sharing of note cards, calculators or other materials is allowed during any exam or quiz, unless authorized by the professor.
4. Only the materials required or authorized for an exam or quiz should be taken out of your notebook, backpack, pocket, or purse. All other materials should be put away as instructed, including electronic devices.
5. Students may not leave the classroom during an exam or quiz unless authorized by the professor. If a student leaves the room without permission, the test or quiz will be forfeited at that time.
6. This policy will be strictly enforced by all professors in all classes taught in the Department.

CONSEQUENCES:

7. A single act of cheating or academic dishonesty in any form may result in receiving a 0 on that test, quiz or assignment.
8. Action taken by the professor will be consistent with the college policy on cheating and academic dishonesty. In addition, a report regarding the violation will be submitted to the Director of Student Life for further action, which may also result in further disciplinary action, including, but not limited to suspension or expulsion from the college.

WHAT IS CHEATING?

- Some examples of cheating include, but are not limited to:
- a. Plagiarism, which is the use of materials authored by another person or obtained from a commercial source or the use of passages without proper acknowledgment.
 - b. Having or using unauthorized materials during any exam or quiz
 - c. Notes concealed in or written on clothing, hats, or skin (as examples).
 - d. Looking at another student's work during any exam or quiz.
 - e. Changing answers on a returned exam in order to claim there had been a grading error.
 - f. Sharing any content of exams or quizzes with individuals who have not yet taken it.
 - g. Removing an exam or quiz from the classroom without the professor's approval.
 - h. Taking photos of exams, quizzes, completed ScanTrons®, or exam keys.

- i. Turning in work that was generated by other individuals or by the same individual but in a prior semester, including but not limited to: lab report data, lab report or homework questions, homework assignments, and extra credit assignments.
- j. Working together on a lab experiment when told to work individually.
- k. Falsifying lab data.
- l. Allowing another student to look at your exam or quiz, or allowing another student to copy your homework, lab reports, or other assignments. (If that work is duplicated you may also receive the same penalties listed above for violation of the Biology Department Policy on Cheating, and the college policy on cheating and academic dishonesty.)
- m. Falsifying documents, including signatures.

If you are unclear about what constitutes cheating in your class or for a particular assignment, please contact your instructor for clarification before the assignment is due.

- Sign the Student Acknowledgment form and return it to your professor.
- Keep this policy for your records.

Last updated February 22, 2013

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Student Acknowledgement

I have received, read, and understand the Biological Sciences Department Policy on Student Cheating.

Professor

Course Title

Print Last Name, First Name

Signature

Date