**Subject: Dealing with Academic Dishonesty**

**Date: October 3, 2013**

Greetings LMC Faculty,

As mid-term season approaches, I’d like to offer the following **reminders and encouragement with regard to addressing academic dishonesty** as it relates to student conduct.

Academic integrity is fundamental to maintaining a positive and productive educational environment.  However, as the stress of mid-terms approaches, inevitably a small number of students will make mistakes and poor choices with regard to academic honesty by engaging in acts such as cheating, plagiarism, and assisting others with academic dishonesty.

As an instructor, you serve as the primary source of authority in your classroom, and **we encourage you to take a proactive approach to setting the expectations for academic honesty in your classroom by establishing written standards that are consistent with the Student Code of Conduct in your course materials, and by discussing them with all of your students**. To ensure that your classroom policies are consistent with college expectations, you can refer to the Student Code of Conduct on the web at: <http://www.losmedanos.edu/studentcodeofconduct/>

**In the event that you find a student to have engaged in academic dishonesty**, I’d like to remind you of the following:

         Legal opinion states that **a failing grade can be assigned to a particular exam or assignment** (not the entire course) in the case of academic dishonesty.

         This may be the first time the student has been “caught” engaging in academic dishonesty.  As such, **you are encouraged to hold a developmental discussion with the student about the repercussions for such actions in your class, college, and beyond**, in addition to any specific penalty that you might impose.

         You are also encouraged to inform the Office of the Dean of Student Success of incidents of students engaging in academic dishonesty.  The office will note the student and incident in order to track specific student’s future patterns of behavior, and may pursue additional action related to the Student Code of Conduct depending on the nature of the situation.

Finally, if you wish to consult on how to best approach challenging situations, or should you find yourself in a situation that you are unable to handle on your own, please feel free to contact the Office of the Dean of Student Success (x3205) for support.

Best,  
Dave Belman  
Interim Dean of Student Success