

# PROBATION, DISMISSAL, READMISSION, AND ACADEMIC DISHONESTY

## Probation, Dismissal, Readmission, and Academic Dishonesty

Consult Appendix XIII (<http://catalog.vcccd.edu/ventura/appendices/appendix-xiii/>) for full policy and procedures for Probation, Dismissal and Readmission practices.

Probation, dismissal, and readmission policies and procedures are designed to assist students in making progress toward realistic academic, career, and personal goals. Students who choose to enroll are encouraged to take advantage of the opportunity to realize their full potential. Limitations regarding programs, courses, and unit loads are consistent with the philosophy of providing an opportunity to succeed.

The standards for academic progress may differ for students who receive financial aid and/or VA educational benefits. Consult Appendix IX (<http://catalog.vcccd.edu/ventura/appendices/appendix-ix/>) for "Satisfactory Academic Progress" standards for financial aid recipients, for satisfactory progress standards for VA benefits recipients.

**Continuing and returning students who have been on progress or academic probation for two consecutive terms, or are dismissed, will lose their registration priority. Consult Appendix XV (<http://catalog.vcccd.edu/ventura/appendices/appendix-xv/>)-Enrollment Priorities for more information.**

Students who lose their registration priority due to their academic standing may appeal for reinstatement of that priority if they can demonstrate extenuating circumstances. Extenuating circumstances, for this purpose, are defined as:

- Accident
- Illness
- Other circumstances beyond the control of the student.

Extenuating circumstances must be supported by verifiable documentation; examples of such documentation include statements from doctors or hospitals, police or insurance accident reports. Approval will result in reinstatement of registration priority.

Students who fail to meet the institution's academic progress standards for two consecutive primary terms (Fall/Spring) of not meeting academic and/or progress standards will lose their California College Promise Grant (formerly BOG Fee Waiver).

## Academic Dishonesty

Ventura College takes academic honesty very seriously. Instructors, accordingly, have the responsibility and authority for dealing with instances of cheating or plagiarism that may occur in their classes. Such activities could include stealing tests, using "cheat sheets," using unauthorized technology, copying off another's test, or turning in someone else's work as his/her own. Instructors have the responsibility to report instances of plagiarism or cheating to the Dean. Academic dishonesty, in any form, is a violation of the Ventura College Student Code of Conduct as outlined in the Student Rights and Responsibilities section

and, as such, is subject to investigation, charges of misconduct, and disciplinary consequences.

## Cheating or Plagiarism

It is the belief at Ventura College that students share a responsibility with their instructors for assuring that their education is honestly attained. In keeping with this belief, every instructor has the responsibility and authority to deal with any instances of plagiarism, cheating and/or fabrication that occur in the classroom. Examples of academic dishonesty include (but are not limited to) the following:

### Plagiarism

Plagiarism is the act of presenting someone else's work as one's own. Examples include:

- Copying and pasting text from websites or other electronic sources and presenting it in an assignment as your own original work
- Copying and pasting text from printed sources (including books, magazines, encyclopedias or newspapers) and presenting it in an assignment as your own original work
- Using another student's work and claiming it as your own original work (even if you have the permission of the other student).

### Cheating

Cheating is the act of pretending (or helping others to pretend) to have mastered course material through misrepresentation. Examples include:

- Copying in whole or in part from another student's test or paper
- Allowing another student to copy from your test or assignment
- Using the textbook, course handouts, or notes during a test without instructor permission
- Stealing, buying or otherwise obtaining all or part of a test before it is administered
- Selling or giving away all or part of a test before it is administered; Having someone else attend a course or take a test in your place
- Attending a course or taking a test for someone else
- Failing to follow test-taking procedures, including talking during the test, ignoring starting and stopping times, or other disruptive activity.
- Using artificial intelligence (AI) to generate content and presenting it as your own.

### Fabrication

Fabrication is the intentional use of invented information. Examples include:

- Signing a roll sheet for another student
- Giving false information to college personnel
- Answering verbal or written questions in an untruthful manner
- Inventing data or sources of information for research papers or other assignments; this includes the use of false information provided by artificial intelligence (AI) generators.

As members of the Ventura College learning community, students are not to engage in any form of academic dishonesty. Any act of academic dishonesty will be considered a very serious offense that is subject to disciplinary action.

For additional information on Academic Honesty, please see the Ventura College website.