

ACADEMIC ADJUSTMENTS FOR STUDENTS WITH DISABILITIES

Federal and state legislation require community colleges to establish programmatic as well as physical access to their academic offerings. Students with verified disabilities have the right to receive reasonable academic adjustments in order to have equal access to instruction. The San Mateo County Community College District is responsible for making reasonable modifications to academic requirements and practices as necessary, without any fundamental alteration of academic standards, courses, educational programs or degrees, to ensure that it does not discriminate against qualified students with disabilities. Skyline College has developed procedures for responding to accommodation requests involving academic adjustments in a timely manner. For additional information about this policy contact the Disabled Student Services Program Office, Building 2 or call (650) 738-4280.

ACADEMIC INTEGRITY

The college community has the responsibility to make every reasonable effort to foster academic honesty and conduct. Academic dishonesty defrauds all those who depend upon the integrity of the College, its courses, degrees and certificates. Academic dishonesty occurs when a student attempts to show possession of a level of knowledge or skill, which he or she does not possess. It is the student's responsibility to know what constitutes academic dishonesty. If a student is unclear about a specific situation, he/she should speak to the professor. The following list includes, but is not limited to, some of the activities that exemplify academic dishonesty:

Cheating:

- Copying, in part or in whole, from someone else's test.
- Submitting work presented previously in another course, if contrary to the rules of either course.
- Altering or interfering with grading.
- Using or consulting any sources or materials not authorized by the professor during an examination.
- Committing other acts, which defraud or misrepresent one's own academic work.

Plagiarism:

- Incorporating the ideas, words, sentences, paragraphs, or parts of another person's writing, without giving appropriate credit, and representing the product as your own work.
- Representing another's artistic/scholarly works (such as musical compositions, computer programs, photographs, paintings, drawings, or sculptures) as your own.
- Submitting a paper purchased from a research or term paper service.

Other Specific Examples of Academic Dishonesty

- Purposely allowing another student to copy from your paper during a test.
- Giving your homework, term paper, or other academic work to another student to plagiarize.
- Having another person submit any work in your name.
- Lying to an instructor or college official to improve your grade.
- Altering graded work after it has been returned, then submitting the work for re-grading without the instructor's permission.
- Removing tests or examinations from the classroom without the approval of the instructor.
- Stealing tests or examinations.
- Having your work corrected for spelling or grammar, if contrary to the rules of the course.
- Forging signatures on drop/add slips or altering other college documents.

Consequences of Academic Dishonesty

- Purposely allowing another student to copy from your paper during a test.
- Giving your homework, term paper, or other academic work to another student to plagiarize.
- Having another person submit any work in your name.
- Lying to an instructor or college official to improve your grade.
- Altering graded work after it has been returned, then submitting the work for re-grading without the instructor's permission.
- Removing tests or examinations from the classroom without the approval of the instructor.
- Stealing tests or examinations.
- Having your work corrected for spelling or grammar, if contrary to the rules of the course.
- Forging signatures on drop/add slips or altering other college documents.

ACADEMIC RENEWAL POLICY

Up to 36 semester units of substandard course work may be alleviated and disregarded in the grade point average computation. The following conditions will apply:

- Standard work is a grade of D, F, NC or NP.
- No more than two semesters and one summer session may be alleviated. The terms needed not be consecutive.
- A period of at least one year must have elapsed since the course work to be alleviated was completed.
- The student seeking alleviation must have completed:

Units	Grade Point Average
9	3.5
15	3.0
21	2.5
24	2.0