**Student FAQ’s on Academic Integrity at Pacific Union College**

***What does PUC consider academic dishonesty?***

Academic dishonesty is carefully defined by the *General Catalog* in the Code of Academic Integrity on page 217. It includes:

1. cheating
2. fabrication
3. facilitating academic dishonesty
4. plagiarism
5. multiple submissions
6. abuse of academic materials
7. misrepresentation
8. electronic dishonesty

*(Please see the catalog for more details.)*

***How can I avoid academic dishonesty?***

Plan your life carefully to include sufficient time to study, to get help at the TLC, to sleep, and to check with your professor if you are in doubt. We are here to help—not to trick you. Remember that learning and growth is the purpose of your time here. Try not to let grades loom so large that they overshadow the ultimate goal. If you are experiencing a lot of stress, go the Counseling Center. Get help!

***What happens if I am caught practicing academic dishonesty?***

Your instructor will speak with you about the incident. If she or he believes the incident is serious, your instructor will notify the chair of the department, and if they are both convinced that you acted dishonestly, the instructor will document the incident in writing and decide what disciplinary action to take.

Next, this documentation will go on file in the office of the Academic Dean. In most cases, nothing further will happen unless another incident occurs. However, **if a second incident occurs in any class, you are likely to receive an F in that class. If there is a third incident, you are likely to be suspended from PUC for one quarter. A fourth incident is likely to result in a permanent suspension.**

You have a right to include a letter explaining the incident from your point of view when documentation is filed in the office of the Academic Dean. This letter will remain with the file.

**You should also know that these files are available to the Pre-professional Recommendations Committee, the admissions committees for both the Nursing and the Social Work programs, and any teacher who is asked for a recommendation. Evidence of a pattern of academic dishonesty will be taken very seriously.**

***How can I appeal?***

If you feel that you have been treated unfairly or falsely accused, you may begin your appeal through the informal grievance procedure, outlined in the Student handbook on pages 45-46.