

Academic Integrity & Dishonesty Policy

California Preparatory College (CPC)

1. Philosophy and Purpose

California Preparatory College (CPC) is a Christian academic community dedicated to the pursuit of truth, knowledge, and spiritual growth. Rooted in our Christian faith and values, we hold that academic integrity is an essential expression of our commitment to honor God in all our endeavors (Proverbs 11:3). Honesty, trust, respect, and responsibility are foundational to our academic community. Academic dishonesty violates this trust, undermines the educational mission of the College, and compromises the personal integrity of the student.

2. Definitions of Academic Dishonesty

Academic dishonesty includes, but is not limited to, the following offenses:

A. Plagiarism

The representation of another person's words, ideas, data, or work as one's own without proper citation or acknowledgment. This includes the uncredited use of Artificial Intelligence (AI) generation tools submitted as original student work.

B. Cheating

The use of unauthorized materials, information, notes, study aids, or other devices during an academic exercise, test, or exam. This includes unauthorized communication or collaboration with others.

C. Fabrication

The intentional invention, falsification, or alteration of data, citations, records, or information in an academic exercise.

D. Facilitating Academic Dishonesty

Intentionally or knowingly helping or attempting to help another student to commit an act of academic dishonesty.

3. Procedures for Handling Violations

When a faculty member suspects a violation of the Academic Dishonesty Policy, the following steps will be taken:

- Initial Meeting: The instructor will meet with the student privately to discuss the suspected violation and present any findings.
- Faculty Decision: If the instructor concludes that a violation occurred, they will determine the appropriate academic penalty for the specific assignment or course.
- Reporting: The instructor must submit a formal Academic Integrity Incident Report to the Academic Dean's Office to maintain a central record of conduct.

4. Disciplinary Sanctions

Sanctions for academic dishonesty are cumulative throughout the student's tenure at CPC and depend on the severity of the offense. Consequences may include:

- First Offense: A failing grade (zero) on the assignment or exam in question. The instructor may, at their discretion, allow the student to complete an alternative assignment for partial credit.
- Second Offense: A failing grade (F) for the entire course and a mandatory disciplinary meeting with the Academic Dean.
- Third Offense: Disciplinary probation, suspension, or permanent expulsion from California Preparatory College.

5. Appeals Process

Students have the right to appeal a finding of academic dishonesty or the resulting sanctions. Appeals must be submitted in writing to the Academic Dean within ten (10) business days of receiving the decision. The Dean, alongside an Academic Review Committee, will review the evidence, hear from relevant parties, and render a final decision.