

## INSTRUCTION

## Table of Contents

	<u>Policy Number</u>
Academic Honors .....	6100
Standards of Academic Progress (SOAP).....	6101
Student Academic Integrity .....	6102
Grade Reporting System .....	6103
Forgiveness of Failing Grades .....	6104
Curriculum – Faculty Participation .....	6105
Curriculum Design – Occupational Program Advisory Committees.....	6106
Class Size.....	6107
Field Trips.....	6108
Student Credit for Learning Experiences .....	6109
Policy to Extend College Services .....	6110

**Policy No. 6100**

11/12/1974

Revised 3/21/1978

Revised 6/28/1988

Renumbered 7/1/2001

Reviewed 12/9/2014

**INSTRUCTION****Academic Honors**

In recognition of academic excellence, the Board of Trustees establishes categories to honor students for their academic performances.

The following standards will apply after a student has completed 12 credit hours (excluding developmental courses) with a grade point average of 2.0 or better at Oakton. Determination of eligibility for honors for students who receive an I indicator will be deferred until the I indicator is replaced with a grade.

**Term Honors – Fall and Spring Semesters**

Term honors are awarded to students who meet standards of academic progress at the end of both the fall and spring terms, and who meet the following criteria:

For students enrolled in 6 or more credits at the 100-level or above:

1. President's Scholars – term grade point average of 4.0
2. High Honors – term grade point average between 3.75 and 3.99
3. Honors – term grade point average between 3.50 and 3.74

For students enrolled for 1-5 credits at the 100-level or above:

Commendation – term grade point average of 3.50 – 4.00

**Graduation Honors**

Students receive graduation honors when they receive an associate degree or certificate, and when their cumulative grade point averages for all courses taken at Oakton meet the following criteria:

1. President's Scholars – cumulative grade point average of 4.0
2. High Honors – cumulative grade point average between 3.75 and 3.99
3. Honors – cumulative grade point average between 3.50 and 3.74

See also Policy 5100

**Policy No. 6101**

2/24/1984

Revised 6/28/1988

Revised 01/16/1996

Renumbered 7/1/2001

Revised 11/15/2005

Reviewed 12/9/2014

**INSTRUCTION****Standards of Academic Progress (SOAP)**

See Policy 5101

**Policy No. 6102**  
Revised 4/16/1991  
Renumbered 7/1/2001  
Revised 3/19/2002  
Reviewed 12/9/2014  
Page 1 of 2

## **STUDENTS**

### **Student Academic Integrity**

#### **Statement of Principles**

Students and faculty members at Oakton College enjoy a shared commitment to the integrity of their learning environment and to well established rights and responsibilities in their mutual pursuit of scholarship, knowledge, and skill. Common courtesy, mutual respect, reasoned discourse, intellectual candor and openness to constructive criticism characterize the change and growth that result from academic endeavors at Oakton. Academic honesty is vital to these endeavors; it is essential to the life and meaning of any academic community. In the absence of acknowledged standards of honesty, faculty members, students and our community cannot have confidence in either the intellectual achievement and knowledge or the implicit promise of potential for continued growth that college education implies. All members of the Oakton community are responsible, therefore, for maintaining the College's standards of integrity. Students, faculty members, and staff members share the responsibility and authority for making known acts of apparent academic dishonesty.<sup>1</sup>

Even though all members of the College community share the mutual obligation of maintaining our academic integrity, Oakton's faculty members, as they seek and transmit knowledge and present information about the methods by which it is acquired and properly demonstrated, are primarily responsible for maintaining our standards. As part of their responsibilities, faculty members must make judgments, with due regard for established standards of scholarship, about the academic performance and achievements of their students. In so doing, faculty members must be able to examine work that students submit for academic credit in confidence that it is original. Academic evaluation, therefore, incorporates a trust as well as a responsibility. The trust includes the fundamental expectation that a student's work is free from academic dishonesty of any type; the responsibility includes the obligation to challenge any dishonesty encountered.

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<sup>1</sup> Oakton College is intellectually indebted to the following institutions, whose policies on academic integrity influenced this policy: College of DuPage; College of Lake County; Dartmouth College; Illinois State University; Joliet Junior College; Miami University of Ohio; Moraine Valley Community College; Northwestern University; Pennsylvania State University; University of Illinois at Chicago; University of Illinois at Urbana-Champaign; Indiana University; University of Iowa; University of Maryland at College Park; University of Michigan; University of North Carolina, Charlotte; University of Wisconsin at LaCrosse; University of Wisconsin at Madison; William Rainey Harper College.

What students learn at Oakton goes beyond the acquisition of knowledge or skill; it involves commitment to the principles of scholarship, acceptance of a sense of mutual obligation in inquiry, adherence to standards of honesty and acknowledgement, and participation in relationships of trust in the life-long pursuit of wisdom. The virtues associated with these values develop in an environment of freedom and personal responsibility. In such an environment, mistakes of judgment by students that faculty members deem to be based on ignorance of the established standards of scholarship can be corrected immediately and informally by faculty members in cooperation with their students, and nothing that follows in this policy (or related procedures P6102, P5102) is meant to prohibit this proper resolution of such learning opportunities for students.

### The Code of Academic Conduct

Faculty members and students have mutual responsibility for establishing clear understanding about Oakton's values-expressed in part in the Statement of Principles and in part in the Code of Academic Conduct-concerning academic evaluation activities.

The Code of Academic Conduct prohibits such violations of academic integrity as: cheating; plagiarism; falsification and fabrication; abuse of academic materials; complicity in academic dishonesty; falsification of records and official documents; personal misrepresentation and proxy; and bribes, favor, and threats.

### Violations and Penalties

Violations of the Code of Academic Conduct are activities (observed or reported) or materials whose character is deceitful and dishonest. Violations of the Code will be reported and determined in accordance with the processes described in the procedures relating to academic integrity (P6102, P5102). Penalties for violations of the Code will be based upon the nature of the violation and may include any of the sanctions described in the procedures relating to academic integrity (P6102, P5102).

See also Policy 5102

**Policy No. 6103**

8/15/1972

Updated 2/24/1984

Revised 2/28/1988

Renumbered 7/1/2001

Revised 3/19/2002

Revised 11/15/2005

Reviewed 12/9/2014

**INSTRUCTION****Grade Reporting System**

See Policy 5103

**Policy No. 6104**

8/15/1972

Updated 2/24/1984

Updated 1/16/1996

Renumbered 7/1/2001

Revised 11/15/2005

Reviewed 12/9/2014

**INSTRUCTION****Forgiveness of Failing Grades**

See Policy 5104

**Policy No. 6105**

2/10/1976

Revised 5/31/1982

Revised 6/28/1988

Renumbered 7/1/2001

Reviewed 12/9/2014

**INSTRUCTION****Curriculum - Faculty Participation**

The Board of Trustees recognizes that the Oakton College curriculum is appropriately of central concern to the faculty, and therefore encourages all faculty members to propose the addition of courses and programs as well as the revision of existing courses and programs. The approval process for such additions and revisions will include review by the affected departments or programs and the Faculty Curriculum Committee as well as the administration.



**Policy No. 6106**

2/10/1976

Revised 6/28/1988

Renumbered 7/1/2001

Reviewed 12/9/2014

**INSTRUCTION****Curriculum Design - Occupational Program Advisory Committees**

When a new occupational curriculum is to be considered, an advisory committee consisting of professionals or specialists in the field will be formed to determine the feasibility of offering the curriculum, and to assist in planning before it is developed for recommendation to the Board of Trustees. Each occupational program will maintain a standing advisory committee, which will meet a minimum of twice each academic year to advise the college about the program and to review curriculum proposals and capital equipment requests. No changes in curriculum or purchases of capital equipment will be considered without the advisory committee's review.

**Policy No. 6107**

2/10/1976

Revised 6/28/1988

Renumbered 7/1/2001

Reviewed 12/9/2014

**INSTRUCTION****Class Size**

Class size will be determined within a general framework of such sound educational practices as instructional goals or curricular objectives, transfer or certificate requirements and student need; and by the reasonable capacities of the facility, consistent with legal restrictions and safety regulations.

**Policy No. 6108**

2/10/1976

Revised 6/28/1988

Renumbered 7/1/2001

Reviewed 12/9/2014

**INSTRUCTION****Field Trips**

The Board of Trustees recognizes that field trips promote student learning and are a valuable component of particular Oakton College courses. Therefore, it encourages such field trips and provides funds for them within the annual division budgets.

Faculty members must submit all field trip requests to the division dean for approval.

**Policy No. 6109**

11/21/1971

Revised 5/19/1981

Revised 1/19/1999

Renumbered 7/1/2001

Revised 3/19/2002

Reviewed 12/9/2014

Revised 8/18/2020

**INSTRUCTION****Student Credit for Learning Experiences**

The Board of Trustees recognizes that college-equivalent learning can result from a variety of experiences. Therefore, provision is made for students with wide varieties of educational experiences to convert their experience into college credit. Credit shall be based on demonstrated evidence of having achieved learning outcome knowledge and skills equivalent to those expected of a student successfully completing the equivalent course at Oakton. Students must complete a minimum of 15 credit hours in the associate degree or certificate of 30 hours or more with courses taken at Oakton. A minimum of one-half of the credits required for a certificate of less than 30 credit hours must be earned at Oakton. All courses taken at Oakton must be completed with a grade of C or higher. The evaluation of evidence and awarding of credit will be undertaken according to procedures set for in P6109.

**Policy No. 6110**

4/23/1974

Revised 12/8/1980

Revised 6/28/1988

Renumbered 7/1/2001

Revised 12/9/2014

**INSTRUCTION****Policy to Extend College Services**

Oakton College will extend services beyond its permanent facilities as a need of its programs is identified, as facilities and resources are available, and as programs can be conducted economically. Extended services may be offered under the following circumstances:

1. Courses offered by the Alliance for Lifelong Learning program in local high schools and college facilities.
2. Courses offered by contractual arrangements in colleges, career institutes, and private industrial facilities.
3. Courses offered in leased or donated facilities.
4. Courses offered in out-of-state or overseas facilities.
5. Courses offered in online, hybrid, or other virtual formats.