

ACADEMIC INTEGRITY

Academic Integrity (Policy 3.27)

Ethical conduct is the obligation of every member of Glen Oaks Community College. Violations of academic integrity constitute breaches of ethical conduct. Academic integrity requires that all academic work be the product of an identified individual or individuals. This policy demonstrates Glen Oaks Community College's expectations for academic integrity and guarantees fair procedures for handling these concerns.

The definitions and guidelines presented here represent a specific policy for the entire institution, but individual faculty members are encouraged to clarify in their course syllabi any policies or procedures particular to their course or academic program. Academic honesty is assumed in an educational institution whether specifically stated or not.

I. Purpose

The purpose of this operational policy is to establish a procedure for academic integrity violations.

II. Scope and Jurisdiction

This policy applies to all enrolled students at Glen Oaks Community College.

III. Definitions

1. Cheating: includes, but is not limited to the attempt or actual:
 - a. use of any unauthorized assistance in taking quizzes, tests, or examinations
 - b. use of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments
 - c. acquisition, without permission, of tests or other academic material belonging to a member of the College faculty or staff
 - d. copying work of another person or source
 - e. engagement in any behavior specifically prohibited by a faculty member in the course syllabus or class discussion for the purpose of academic credit
 - f. allowance of, or participation in, cheating by or with other students
 - g. payment, or offer of payment, to a third party for completion of coursework
2. Plagiarism: includes, but is not limited to, the use, by paraphrase or direct quotation, of the published or unpublished work of another person without full and clear acknowledgment.
3. Academic negligence: unknowingly or unintentionally claiming credit for the work or effort of another person.
4. Fabrication: The falsification of information in an academic exercise. This includes the invention of information or data for an academic exercise without authorization from the instructor.
5. Generative AI: a type of artificial intelligence (AI) technology that produces text, images, audio, code, or other synthetic data to generate new content.
 - a. Expectations regarding the use of generative AI tools are determined by course instructors. Note that expectations on plagiarism, cheating and acceptable assistance may vary across courses and instructors. Students should refer to the course syllabus or speak with the instructor on expectations of the use

of AI tools. Deviations from the instructor's guidelines will be considered a violation of the Academic Integrity Policy.

IV. Academic Integrity Procedure

The following processes outline the roles and responsibilities of individuals involved in the academic integrity procedure:

1. The faculty member, or designee, determines if a student has violated the Academic Integrity Policy (i.e. cheating, plagiarism, academic negligence, fabrication, or unacceptable use of AI).
2. The faculty member, or designee, discusses the violation and policy with the student and helps the student learn proper methods for presenting their work and the work of others.
3. The instructor imposes one of the following penalties within the confines of the course:
 - a. Grade of zero on the assignment or exam
 - b. Requirement of an alternate assignment
 - c. Failure of the course
4. The instructor files an Academic Integrity report (https://cm.maxient.com/reportingform.php?GlenOaksCC&layout_id=4) through the Report a Concern button on the College's website (<https://www.glenoaks.edu/>). Instructor attaches documentation of the violation (e.g. assignments, papers, and/or projects) to the report.
5. The Vice President of Student Services will determine if the violation is a first, second, or third offense and will follow due process procedures as outlined in Policy 3.42, the Student Code of Conduct.

V. Sanctions

In addition to course penalties, the College may impose sanctions, including but not limited to:

1. Verbal Warning
2. Written Warning
3. Probation
4. Suspension from the College
5. Expulsion from the College

For further information on due process proceedings and a complete list of sanctions, See Policy 3.42 Student Code of Conduct.

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