
Administrative Procedure
Chapter 4 – Academic Affairs

AP 4035 ACADEMIC HONESTY

References:

No specific references

Responsibilities

- A. The Dean of Student Affairs, in conjunction with the Vice President of Academic Affairs, is responsible for administering this procedure
- B. All members of the academic community, including faculty, staff, administration and students are responsible for maintaining an academic environment in which inquiry is nurtured, individual responsibility is rewarded and academic dishonesty, cheating and plagiarism are not tolerated.
- C. Faculty and/or staff members are responsible for identifying cases of cheating and plagiarism by students which happen under their supervision, and are responsible for following up with appropriate action as identified in this procedure. Faculty should include a statement about Academic Honesty in their course syllabus.
- D. Students have the responsibility to refrain from the practice of academic dishonesty in any format; to follow the rules, regulations, and standards stated by the faculty and/or staff member in his/her/their syllabus and classroom; and to abide by the Administrative Procedures of Standards of Student Conduct.

Definitions

- A. Cheating: Cheating is a form of academic dishonesty in which a student knowingly misrepresents themselves to the college and violates the expectations of the instructor of record.
- B. Academic Dishonesty is any violation of an instructor's academic integrity policies. The following activities are considered forms of academic dishonesty. The list is not exhaustive.
 - 1. Receiving assistance or attempting to receive assistance from anyone else in a testing situation. This means that a student may not seek or receive any assistance from anyone else, except the faculty and/or staff member supervising the testing situation, or another person

designated by the faculty member. This includes any unauthorized discussion of answers on an exam. Absent a clear statement from a course instructor, use of or consultation with generative AI is considered analogous to assistance from another person. Using generative AI tools to substantially complete an exam (e.g. by entering exam or assignment questions) is not permitted. Students who are unsure of course policies regarding generative AI tools in class should ask their instructor for clarification.

2. Copying from another student or website or any other source, including generative AI outputs, during a testing situation.
 3. Talking to another student during a testing situation. (If a student has a question, he/she/they should ask the faculty and/or staff member who is administering the testing situation.)
 4. Utilizing unauthorized resources in any form (paper, flesh, electronic, a generative AI tool, or other) during a testing situation which is to be closed book. All testing situations are closed book closed notes, and closed internet unless the faculty and/or staff member supervising the testing situation clearly states otherwise.
 5. Providing course materials in a testing situation to others or posting online, including assignment, test and quiz information.
 6. Having one student represent themselves as another student during a testing situation or any other class activity. Both students would be considered to have engaged in academic dishonesty.
 7. Turning in an assignment in which the work is not the student's own work. (See also plagiarism below.)
 8. Furnishing false information to gain an academic advantage. (For example, falsifying records on completion of a prerequisite to gain entry into a course for which the student is not qualified.)
 9. Taking an exam in a section in which the student is not enrolled, in order to prepare for an exam in a section in which the student is enrolled.
 10. Making, disseminating, or receiving copies of an exam without the instructor's permission.
 11. Using online tools, or services, or generative AI tools, that are not authorized by the instructor.
- C. Plagiarism: (For the purpose of this procedure, plagiarism is to be considered a specific form of academic dishonesty.)

Plagiarism is copying another's work, an output from a generative AI tool, or other artifacts, and representing it as one's own. In an academic setting, it most commonly happens in writing assignments in which a student uses a passage out of a published work or output from a generative AI tool without attribution, proper citation, or permission from the instructor. It can take other forms, including, but not limited to, copying parts of a speech or copying a work of art or utilizing solutions found online.

In its simplest form, plagiarism is the representation of an idea generated by a human or generative AI tool, including the of an idea, or someone else's train of thought as one's own. In an academic setting, this is a form of academic dishonesty. In addition, in some cases, there can be serious legal issues involved concerning copyright violation, punishable by fines and jail terms. If in doubt, the student should contact the faculty and/or staff member involved for guidance.

Students should refrain from self-plagiarism. Self-plagiarism is when a student uses their own work as an assignment in a different class without citing the previous use of the work.

Consequences of Academic Dishonesty

Students found to have committed or contributed to academic dishonesty are not entitled to receive credit for the assignment, exam, or activity in question. In addition, administrative discipline may affect the student's standing with the college including the possibility of expulsion. Any of these actions may be reflected on the student's transcript. Students must realize that all cases of academic dishonesty are serious and consequential on the academic integrity and honesty of the student involved.

Rights and Responsibilities of Faculty and/or Staff Members Discovering Academic Dishonesty

- A. A faculty and/or staff member who suspects a student of academic dishonesty should assemble and document the evidence. The faculty and/or staff member should evaluate the situation to see if it is a clearly defined case of academic dishonesty.
- B. In the case of inappropriate use of generative AI, faculty should use multiple methods of assessment to ascertain that the students' work meets the course expectations. The reports of each assessment shall be used as evidence in the discovery of academic dishonesty. See AP 4910 Generative Artificial Intelligence in Academics for information on appropriate use of generative AI.
- C. If there is sufficient evidence that academic dishonesty has taken place, the faculty and/or staff member should address the student, explain his/her/their view of the situation, and require a response from the student. The faculty and/or staff member should notify the student involved of the consequences for academic dishonesty according to the course policy.

- D. If there is an additional instance of academic dishonesty from the same student, the faculty and/or staff member may formally document the instance of academic dishonesty and submit this documentation to their respective Department Head and Dean to determine a further course of action.
- E. In the case of repeated incidences of documented academic dishonesty, the faculty and/or staff member can submit a public incident report along with supporting documentation detailing the specifics of the incident, to the Office of Student Conduct for possible administrative discipline. Disciplinary action may affect the student's standing with the college beyond the classroom, including the possibility of expulsion as defined in BP/AP 5500 Standards of Student Conduct.
- F. The faculty and/or staff member should notify the student involved of the student's right to challenge the faculty's and/or staff member's action using the due process provision of BP 4250 Probation, Dismissal, and Readmission; AP 4250 Probation; AP 4255 Dismissal and Readmission, and BP/AP 5500 Standards of Student Conduct.

Rights of Students Accused of Academic Dishonesty

A student accused of Academic Dishonesty has the right to due process. To pursue this right, the student should go to the office of Student Conduct for more information.

Also see BP 4250 Probation, Dismissal, and Readmission; AP 4250 Probation; AP 4255 Dismissal and Readmission, BP/AP 5500 Standards of Student Conduct, and BP 5505 Academic Honesty.

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