

Title: Academic Integrity

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Responsibility: Academic Programs

POLICY:

Cecil College adheres to the highest standards of academic integrity. Students at Cecil College are expected to maintain that high standard by taking responsibility for their academic success and achievement. All forms of academic dishonesty are serious offenses, will not be tolerated, and could lead to sanctions up to and including expulsion from the college. The students, faculty, and staff of Cecil College share an obligation to participate in the academic life of the College in a responsible and intellectually honest manner. As members of the Cecil community, students have responsibilities and duties commensurate with their rights and privileges. One of these responsibilities is to be honest and forthright in their academic work. To falsify the results of one's work, to steal the words or ideas of another, to cheat on an examination, or to purposely misrepresent their own skills and abilities corrupts the academic process. Academic integrity is a critical component of continued membership in the College community.

The College Policy on Academic Integrity defines academic dishonesty and outlines sanctions when academic integrity is breached. Academic dishonesty, in any form, is not tolerated; therefore, the College has the right and the responsibility to apply the sanctions outlined in this policy in order to safeguard the ideals of scholarship and character.

I. TERMS AND DEFINITIONS

A. Violations of the Academic Honesty Policy include, but are not limited to:

1. Plagiarism
2. Cheating
3. Fabrication
4. Academic Misconduct

1. Plagiarism includes but is not limited to:

- The inclusion or use of someone else's words, ideas, images, or data as one's own;
 - The use of an author's exact words without acknowledging the source, enclosing the material in quotation marks, or providing the specific references and citations;
 - The use of an author's words, ideas, opinions, thoughts, or theories in paraphrase or summary without acknowledging the source;
 - Submitting in part or whole another person's work as one's own, or permitting someone else to do academic work for oneself.
 - The unauthorized usage of Artificial Intelligence (AI) resources
2. Cheating includes but is not limited to:
- The use or attempted use of unauthorized materials, information, or study aids in an academic exercise or assignment;
 - Copying any portion of another's work and submitting it as one's own;
 - Allowing another person to copy one's work;
 - Soliciting to copy another person's work;
 - The unauthorized collaboration with any other person on any academic exercise;
 - The unauthorized use of electronic instruments, such as cell phones, calculators, or other devices to access or share information;
 - The unauthorized completion for another person of an academic work or permitting someone else to complete an academic work for oneself.
 - The use of unauthorized knowledge of the contents of test, quizzes, or assessment instruments;
 - Submitting an assignment in two different classes during one semester without permission of the faculty members;
 - Submitting previously graded work without permission of the faculty member;
 - Taking an examination or writing a paper for another student;
 - Inaccurately listing as a co-author of a paper or project someone who did not contribute.
 - Collaborating on an assignment without permission or during a test or competency performance with any other person in any fashion, without specific faculty direction or permission.
 - The unauthorized usage of Artificial Intelligence (AI) resources
3. Fabrication includes but is not limited to:
- Fabricating, falsifying, or inventing any information or citation;
 - Inventing data for a research project or lab experiment;
 - Inventing data for internship hours or log entries;
 - Stating an opinion as a scientifically proven fact;
 - Altering the results of a lab experiment or survey;
 - Misrepresenting information such as data, facts, or results.
 - Citation of information not taken from the source indicated;

- Submitting as your own work, any academic exercise prepared totally or in part by another.
 - The unauthorized usage of Artificial Intelligence (AI) resources
4. Academic Misconduct includes but is not limited to:
- The intentional violation of college policies by tampering with grades;
 - Changing, altering or being an accessory to the changing or altering of any grade in a grade book, on a test, on a 'change of grade form', or on any other work for which a grade has been given, in an electronic system or in any other official College academic records related to grades.
 - Taking part in obtaining or distributing any part of a learning tool (such as a quiz, test, paper, presentation, etc). This includes stealing, buying, selling, giving away, or any other related method;
 - Bribing or coercing any other person to obtain or attempt to obtain a learning measurement tool or any information about the tool, including any answers
 - Submitting the same work in more than one class without permission;
 - The unauthorized usage of Artificial Intelligence (AI) resources
- B. Academic conference: Meeting(s) between the appropriate Dean or designee, and the student accused of conduct prohibited under the Academic Integrity Policy. A faculty member, and/or Department chair may also be present.
- C. Advisor: An individual designated by the student charged with an academic integrity violation, to assist the student with the disciplinary process. The advisor may confer with the student before or during the proceedings, but may not speak on the student's behalf before or during the disciplinary proceeding, and may not delay or disrupt the proceeding.
- D. Business day: Monday through Friday during administrative office hours of 8:00 a.m. to 4:30 p.m. unless the college is closed.
- E. College: Cecil College
- F. College property: All real or personal property, electronics, land, buildings, or facilities that are owned, leased, used or operated by the college.
- G. College official: Any person employed by the college, performing assigned administrative or professional responsibilities.
- H. Disciplinary Procedures under the Cecil College Student Code of Conduct: procedures that guide the student process related to violations of the Cecil College Student Code of Conduct.

- I. Faculty member: Any person employed by the college, providing instruction.
- J. May: Used in the permissive sense
- K. Policies: Includes all written board of trustee and college policies, procedures, rules and/or regulations.
- L. Student: An individual who is registered for any credit, noncredit or continuing education course offered by the college for the current, future, or applicable term.

PROCEDURE:

1. Faculty members should inform students in writing of the Academic Integrity Policy at the outset of each course; however, it is each student's responsibility to know and understand the policy and these procedures. Lack of awareness of the policy and procedures shall not be considered a defense against any violation of the Academic Integrity Policy.
2. Sanctions related to Violation of Academic Integrity Policy
 - a. First infraction may include the following:
 - i. Failing grade on course assignment or exam;
 - ii. Required completion of remediation module or assignment;
 - iii. Requirement to re-submit a comparable assignment; iv. Or any combination of above
 - b. Second infraction may include the following:
 - i. Course failure;
 - ii. Required completion of remediation
 - c. Third infraction may include the following:
 - i. Suspension from College; ii. Expulsion from College
3. If an infraction is suspected, the faculty member or chair must investigate the alleged attempt or apparent violation of the academic integrity policy, and review the evidence and incident to ensure it is sufficient to warrant a charge of academic dishonesty. This investigation, if possible, should include a documented conference with the student and the completion of the notification of violation of academic integrity policy form, including sanction.
4. Within seven (7) business days of the suspected infraction, a conference is held with the student. Copies of relevant written documents should be provided to the student at the time of the conference including the Notification of Violation of the Academic Honesty Integrity Policy. The department chair or designee may be present at the student conference.

During the conference, the faculty member may

- a. Impose a warning or require that a student complete an equivalent or alternative assignment or
 - b. Assign appropriate remediation action or
 - c. Issue a failing grade for the assignment, the test, or
 - d. A combination of the above
5. A faculty member may not assign a disciplinary grade such as “F” or zero to an assignment, test or other coursework as a sanction for admitted or suspected dishonesty in lieu of following the Academic Integrity Policy. Within three (3) business days of student conference, all documentation is forwarded to the appropriate Dean’s office for review, including but not limited to a complete description of the incident, the documentation supporting the allegation, documentation related to the student meeting, with copies to the department chair, and the sanction. (the faculty member must keep the original assignment, test/examination or other evidence.)
 6. If the faculty member deems the infraction is egregious enough to warrant course failure or suspension, OR if after review by the Dean this is determined to be the second or third infraction of academic integrity policy, the Dean will schedule an academic conference to determine if further sanctions should be imposed, up to and including expulsion from the College.
 7. The student may not circumvent a sanction of course failure by changing status in the course,
 - i.e. by dropping, withdrawing, being withdrawn, removing the name from the class rolls or changing to audit. The student is expected to attend class and complete all coursework until resolution of the infraction. If the alleged infraction has not been resolved by the time grades are due, an “I” (Incomplete) grade will be assigned to the student. This grade remains until the alleged infraction is adjudicated.
 8. Upon receipt of the faculty member’s recommendation OR the conclusion of the Dean’s investigation, the Dean shall endeavor to notify both the student and the faculty member of the academic conference within five (5) business days, except where the College is closed or during semester breaks.

See Note¹ below if no contact is made

ACADEMIC CONFERENCE Notice of Academic Conference

1. Within five (5) business days of the determination of sufficient cause to substantiate egregious or repeated violations of the Academic Integrity policy, the appropriate Dean or designee, will schedule a date for an academic conference and notify the student of the conference date, time and location. For purposes of this section, notification means hand- delivery, U.S. mail, certified, or electronic mail.

2. The notice will inform the student of the specific provisions of the Academic Integrity policy he/she has been alleged to have violated, the date, time and location of the conference, and the procedures that are applicable throughout the process.
3. The date and time of the conference will take into consideration the student's academic schedule. However, the seriousness of the allegations will take precedence concerning the conference scheduling. Any request to reschedule the conference by the student will be made to the Dean who initiated the academic conference or designee, 24 hours prior to the scheduled date of the conference. Requests not made in a timely manner will not be considered.
4. Failure to attend a scheduled academic conference (unless the respondent has previously notified the Dean or designee) will result in a decision being made in the absence of the respondent.

Note: If the student cannot be reached for a conference or refuses to sign the notification form, the faculty member shall file the Notification of Violation of the Academic Integrity Honesty Policy with the appropriate Dean without the student's signature and attach documentation of efforts to contact the student.

Academic Conference Procedures

1. The academic conference will provide the opportunity for the Dean, or designee, to outline the allegations to the student, and share all relevant information (charging party, witnesses and documents) he/she presently has regarding the allegations. The student will have an opportunity to address the allegations and provide any additional information relevant to the allegations or defense of same.
2. At the conclusion of the academic conference, based on the investigation conducted and information gathered, the Dean, or designee, will determine, using a preponderance of the evidence standard, whether the student engaged in egregious or multiple violations of the Academic Integrity policy.
3. If there is not a sufficient factual basis to substantiate that the student engaged in prohibited act(s), in the sole discretion of the Dean, or designee, no further action under these procedures will occur, the case will be closed, and all appropriate parties will be notified of this determination. However, sanctions imposed up to and including course failure related to individual violations of Academic Integrity policy will stand as determined prior to the academic conference.
4. If there is a sufficient basis to substantiate that the student committed the academic integrity violation(s), in the sole discretion of the Dean, or designee, the student will be found responsible for the corresponding violations outlined and determine the sanction to be imposed. The student will be notified, in writing, of the findings and sanction as soon as reasonably possible.

APPEALS

A. Assignment sanction appeal

- a. Students who wish to appeal a faculty or department chair decision related to a sanction, with the exception of course failure, suspension or expulsion, must send a written appeal, within five (5) business days of the date upon which notice of the sanction is issued, to the appropriate Dean. The appeal will then follow the academic conference process. With the exception of course failure, suspension or expulsion, all decisions of the division Dean are final

If no appeal is received by the Dean within the five (5) business days, the student waives any further right of appeal.

B. Course grade sanction appeal

- a. In cases in which course failure is deemed an appropriate sanction, the student will be informed of the right to Appeal to the Vice-President of Academic Programs.
 - i. Grounds for Appeal: An appeal of a sanction rendered under these procedures may be based on the insufficiency of evidence, or severity of sanctions, for course failure only. There may be no other basis for an appeal to the Vice-President of Academic Programs.
 - ii. An appeal petition must be filed in writing to the Vice President of Academic Programs, within five (5) business days after the Student received notice of sanctions imposed by the Dean, or designee. Email is presumed received on the date on which it was sent. If the request is not received within that time, the sanction of course failure shall stand. The petition must consist of a detailed written statement specifying the precise grounds for appealing and detail the supporting facts. The petition must be signed by the responding student or sent using the student's college issued email account.
- b. For the purpose of evaluating the severity of sanctions, the Vice President of Academic Programs, or designee, will consider only the evidence contained in the record made during the academic conference. The Vice President must uphold the determination if there is a reasonable basis for the sanction imposed, and if not, will impose a more appropriate sanction.
- c. For purposes of evaluating the sufficiency of evidence, the Vice President of Academic Programs, or designee, will consider only the evidence contained in the record made during the academic conference, and will uphold the determination provided there is a reasonable basis for a finding of responsible based on a preponderance of the evidence.
- d. Appellate Procedures: The hearing on appeal is closed to the public. Only persons providing relevant information will be permitted to participate. In the course of the proceedings, the Vice President of Academic Programs, or designee, will ask questions, and will permit the student to outline the grounds for appeal. The Dean, or designee, will address the merits of the appeal on behalf of the college and

respond to any questions. At the conclusion of the proceeding, the Vice President will make a decision and, within a reasonable amount of time, communicate that decision to the student.

If no appeal is received by the Vice-President within the five (5) business days, the student waives any further right of appeal.

C. Appeal of suspension or expulsion sanction

- a. In cases in which suspension or expulsion is deemed an appropriate sanction, as indicated by the Student Code of Conduct Policy, the student shall be informed of the right to initiate the Disciplinary Procedures under the Cecil College Student Code of Conduct.
 - i. The student must initiate the request for the Disciplinary Procedures administrative conference to occur within five (5) business days of receiving notice of sanctions imposed.
 - ii. The Policy and Processes related to the Cecil College Student Code of Conduct regardless are now the guiding policy and process, regardless of the nature of the academic misconduct.

If the student does not initiate the Student Code of Conduct Disciplinary Procedure within the 5 business days, the student waives any further right of appeal.

DISCIPLINARY FILES AND RECORDS

Access to any student's disciplinary or other records is governed by the provisions of the Family Educational Rights and Privacy Act of 1974. Authorized, identified college officers, faculty members or the student will have access to disciplinary records. Results of disciplinary proceedings for alleged violations of this code will be disclosed to the charging party if the prohibited conduct involves the use, or attempted use, or threatened use of physical force or harm against the person or property of another. Student records maintained in the office of the Academic Programs or the Director of Student Life will be accorded the same protection and guaranteed confidentiality as those in college administrative offices.

The file of a student found responsible of an academic integrity violation will be retained as a record for six years from the date of the letter providing notice of final sanction. In cases of expulsion, revocation or withholding of degree, the record will be retained in perpetuity. In cases where the accused student withdraws from the college, the record will be maintained permanently.

XVIII. STUDENT RIGHTS AND RESPONSIBILITIES

A. Unlawful Discrimination.

Right: No student shall be subject to unlawful discrimination on the grounds of age, ethnicity, national origin, gender, sexual orientation, or disability in any activity sponsored by the college on or off the college grounds

Responsibility: Students shall not engage in unlawful discrimination against other students or faculty members. Every student shall treat all members of the college community with respect and courtesy.

B. Freedom of Expression and Inquiry.

Right: Students have First Amendment rights to freedom of expression and inquiry. Such freedom is protected in order to build a community dedicated to the pursuit of truth, grounded in respect for diversity and civil discourse.

Responsibility: Students must express themselves in a civil and lawful manner that does not materially or substantially disrupt the operation of the college, or interfere with the rights of others.

C. Academic Integrity.

Right: Students have the right to expect a learning environment where academic integrity is valued and respected.

Responsibility: Students are responsible for demonstrating academic integrity and shall not engage in or condone acts of academic dishonesty

D. Freedom of Association.

Right: Students have the right to freedom of association.

Responsibility: Students are responsible for respecting the rights of others to freedom of association. When assembling and expressing their views, students must do so in a manner which does not materially or substantially disrupt the educational process or the operations of the college.

E. Freedom from Arbitrary and Capricious Grading.

Right: Students have the right to be free from arbitrary or capricious grading, and to seek appropriate review of legitimate grievances, as specified in college regulations.

Responsibility: Students are responsible for achieving reasonable standards of performance and behavior established for each course.

F. Right to Privacy.

Right: Students have rights to privacy, inspection and challenge of their educational records, as provided by the Family Educational Rights and Privacy Act of 1974.

Responsibility: Students have responsibility to respect the established privacy rights of others, including the privacy of educational records belonging to other students.

G. Freedom of the Press.

Right: Students may publish news and commentary in accordance with established First Amendment standards.

Responsibility: Students may not misuse college property (including computer resources) or the college name for unauthorized purposes. Students are responsible for adhering to pertinent state and federal law, including laws regarding defamation, obscenity, copy right infringement, invasion of privacy, prohibited harassment, ethnic intimidation, and threats of violence. Students shall adhere to established standards of journalistic ethics, including a commitment to honest reporting, and a responsibility to allow diverse views to be heard.

H. Freedom of Speech.

Right: Students have the right to express their views on matters affecting college life, in accordance with established procedures for campus governance.

Responsibility: Students have the responsibility to encourage a diversity of views, and to follow democratic procedures designed to create a climate of reasoned discourse and action.

I. Freedom from Harassment.

Right: Students have the right to be free from unlawful intimidation or coercion, including sexual harassment.

Responsibility: Students are responsible for respecting the rights of others to be free from unlawful intimidation or coercion, including sexual harassment

NOTIFICATION OF VIOLATION OF THE ACADEMIC INTEGRITY POLICY

Student name: _____ **Student ID:** _____

Course name and number: _____

Instructor name: _____

_ has been involved in academic dishonesty in the form of

- Plagiarism _____
- Cheating _____
- Fabrication _____
- Academic Misconduct/Other _____

Faculty explanation of infraction:

Faculty comments on the conference:

Conditional sanction imposed by the faculty: _____
Remediation date _____

Further sanctions imposed by the Dean based on prior student violations of the Academic Integrity Policy:

STUDENT:

_____ I agree with the above statement.

_____ I disagree with the above statement but do not wish to appeal the sanction.

_____ I disagree with the above statement and wish to appeal the sanction. I understand that I have 5 days from today _ to file an appeal with the Dean’s office to be attached to this document and kept on file.

Comments: _____

Signature of Student: _____ **Date** _____

Signature of Instructor: _____ **Date** _____

Signature of Dean:

Date _____

A copy of this notification has been provided to:

Student Date

Dean Date

Department Chair Date