

## **POLICY**

Ocean County College values academic integrity, which is the exemplification of honesty and excellence for students to govern themselves to uphold the College's standards in all scholastic dealings. Students have a social responsibility to preserve the academic principles and ensure that the highest educational standards are sustained for the College community.

All students of the Ocean County College community are responsible for their conduct and for the truthful representation of their individual or group work submissions, which may include content and material used in preparing documents and assessments, data, scholarly or creative works, research project data and findings, or other academic, research exercises.

Students are responsible for the complete, accurate, specific, and truthful acknowledgement of the work of others, including, but not limited to, their words, ideas, phrases, sentences, or data, which include written or non-written sources.

The College may verify the identity of students when course material and assessments are being conducted entirely online or administered at the Testing Center. Students are responsible for the truthful representation of their identity to Ocean County College by ensuring that all communication, homework, and assessment submissions that occur in association with their registered name at the College have originated from no person other than the student with this name. Students are prohibited from sharing their Ocean County College login and password.

All students utilizing technology to take a required quiz or exam may be subject to online proctoring to maintain the integrity of the testing process.

In distance learning courses, Virtual Private Networks (VPNs) may not be used to mask a student's IP location. Accessing the College's network through a VPN can possibly compromise College security.

Violations of academic integrity include four categories: Cheating, Plagiarism, Fabrication, and Academic Misconduct.

- Cheating. Cheating is an act of deception by which a student misrepresents his/her effort or mastery of academic concepts through a dishonest submission of course assignments or assessments.
- Plagiarism. Plagiarism occurs when a student represents someone else's words, ideas, phrases, sentences, or data as one's own work. Copying or paraphrasing text or images without acknowledging the source, for instance, is plagiarism.
- Fabrication. Fabrication refers to the use of invented information or the falsification of creative or scholarly works, research, findings, or other results. Listing sources in a bibliography or other report that were not used in the paper or project is an example of fabrication.
- Academic Misconduct. Academic misconduct is any other act of academic dishonesty that does not specifically fall in one of the above categories. Academic misconduct includes assisting

another to commit any act of academic dishonesty. Also included is the facilitation of violations of academic integrity and/or the falsification of identity. Students may not share OCC homework and/or assessment questions, answers, or assignments.

Whenever the values of academic integrity are violated, sanctions and discipline are required actions. The College has the right and privilege to consider other academic integrity violations as necessary and to impose sanctions upon those who compromise the College's academic values.

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Revised: January 12, 1976  
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## **PROCEDURE**

1. The instructor will discuss a violation of academic integrity with the student within 48 hours of its discovery.
2. The instructor determines the seriousness of the violation within the 48-hour time frame and either (a) gives the student a warning, or (b) reports the violation via the online Academic Integrity Reporting Form, which alerts the Dean or designee.
  - a. If a warning (teachable moment) is warranted, a penalty may be given and no online report is submitted. The instructor will meet with the student, point out the suspected issue(s), and may offer the student the option to resubmit the assignment with an appropriate grade deduction. The instructor will write up the incident and the discussion to save for the records. If the violation is plagiarism, the instructor may give the student the option to complete an online plagiarism workshop. If the issue concerns self-plagiarism, the instructor will determine if the student's prior work should be resubmitted with revisions.
  - b. If the violation is determined to be a reportable offense, the instructor will report the violation via the online Academic Integrity Reporting Form within 48 hours of discovery which will alert the appropriate Dean or designee. The Dean or designee will not accept emails sent by the instructor in lieu of submitting the Academic Integrity Reporting Form.
3. The Dean or designee will review the charge, evaluate culpability, and assign the student the appropriate sanction based on the Level of the act as evidenced by supporting documentation. See Attachment A.
4. Academic integrity violations at any Level may require the student to attend the appropriate mandatory workshop.
5. The Dean or designee will notify the student and the instructor of the disposition of the charge and its imposed sanction within seven days. A copy of Policy #5180 will be attached. The student will be notified via his/her official Ocean County College email address.
6. The student will have seven days from the date of the notification email to appeal the academic integrity violation charge and/or sanction. If there is no contact from the student, the charge and its sanction are officially recorded.
7. If the student requests to appeal the charge, a meeting or conference call *may* be held at the discretion of the Associate Vice President of Academic Affairs or designee within 14 days of the appeal request. Appeals are submitted via the online Academic Integrity Appeal Form.
8. Within 48 hours of the disposition of the appeal, the Associate Vice President of Academic Affairs or designee will notify the student, the instructor, and the Dean or designee of the outcome of the appeal.
9. If the semester ends and a case is still pending, the instructor will submit a final grade of Incomplete until the final disposition is determined.

ATTACHMENT A

**Levels of Academic Integrity Violations**

**Level One Violation (minor):**

A first-time offense or minor violation of academic integrity occurs when the student's actions may be the result of inexperience. The Level One Violation is considered a minor academic issue. The violations, and associated sanctions, include but are not limited to:

1. First reported incident of unintentional/intentional plagiarism in one of the following:
  - a. Copying, replicating, duplicating, or paraphrasing texts or images without properly acknowledging the source.
  - b. Failure to reveal collaborators on work.
2. Unintentional cheating on an assessment.

Sanction: A grade of "0" for the assignment and/or the mandatory completion of the appropriate academic integrity workshop. If the workshop is assigned, a registration block will be added to the student's institutional record until the workshop has been completed.

**Level Two Violation (serious):**

Level Two Violations are serious acts which occur when the student's actions cannot be dismissed as a result of inexperience and/or a repeated act of Level One Violations of academic integrity. The violations, and associated sanctions, include but are not limited to:

1. Cheating on an exam or other assessment.
2. Submitting an entire paper that was written by someone else.
3. Falsifying the author, times, or dates of any materials created for courses.
4. Using electronic devices, such as phones, tablets, computers, or other technologies, during examinations without official written permission to do so.
5. Fabricating information by inventing research findings or results that are not obtained by an actual data collection tool. Also, listing sources in a bibliography that are not reflected in in-text citation is considered a fabrication of information.

Sanction: Administrative removal of the student from the course and a final grade of F issued.

**Level Three Violation (severe):**

Level Three Violations are the most severe (egregious) breaches of academic integrity. These occur when the student has repeated act(s) of Level Two Violations and/or committed one of the examples below. The violations, and associated sanctions, include but are not limited to:

1. A pattern of plagiarism or cheating (established when a student receives a finding of "responsible" in three reported cases).
2. Submitting an entire paper that was written by someone else.

3. Sharing, purchasing, and/or selling quiz, test, or exam answers.
4. Hiring an individual or contracting with a company to do the coursework.
5. Using electronic devices, such as phones, tablets, computers, or other technologies, during examinations without official written permission to do so.
6. Using a VPN while accessing or completing work within online courses or their integrated software.
7. Falsifying the author, times, or dates of any materials created for courses.
8. Fabricating information by inventing research findings or results that are not obtained by an actual data collection tool. Also, listing sources in a bibliography that are not reflected in in-text citation is considered a fabrication of information.
9. Theft, duplication, exchange, or purchase of instructor resources.
10. Depriving other students of access to study materials by theft, damage, or concealment of them or purposefully hindering or interfering with other students' works.
11. Acts that may fall under violation of the OCC Code of Student Conduct include, but are not limited to:
  - a. Forging signatures.
  - b. Falsifying anything on an official document or record, such as a grade report, letter of permission, drop/add form, ID card, transcript, or other College document.
  - c. Representing yourself as another member of the College community.
  - d. Supplying any person or agent with your Ocean County College login and/or password or student ID.
  - e. Utilizing examination materials not authorized by the course instructor or the College administration.
  - f. Attempting to access any part of the institution's technology without permission. This includes "hacking" account passwords and logins.

Sanction: Administrative removal from all courses and assignment of final grades of F. The Dean or designee will refer the student's case to the Director of Program Compliance within 48 hours of the date the student is found responsible for the Level Three violation. Referral will be made via the online Conduct Incident Reporting Form; emails from the Dean or designee will not be accepted in lieu of the official reporting form. The Executive Director of Student Services may impose additional sanctions or disciplinary measures based on the outcome of the student conduct investigation. Such sanctions may include suspension or expulsion from the College. (See Policy #5247, Student Discipline.)

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