Ocean County College Academic Integrity Manual

Preface

Ocean County College students are responsible for knowing the information, policies, and procedures outlined in this Academic Integrity Manual. Ocean County College reserves the right to make changes to this manual as necessary; changes are effective when they are posted online. Students are encouraged to check online at go.ocean.edu/policies for the updated versions of all Ocean County College policies and procedures.

Academic Integrity Violations:

1. The instructor will discuss a violation of academic integrity with the student within 2 college business days of its discovery.

2. The instructor determines the seriousness of the violation within the two-college business day 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 2 college business days 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-college business 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, all supporting evidence must be submitted at the time the appeal is filed. All appeals will be reviewed by the appeals subcommittee of Academic Standards within 14 college business days. Appeals are submitted via the online Academic Integrity Appeal Form.

8. Within 2 college business days 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.

10. The decision rendered by the appeals subcommittee is final. No reconsiderations will be granted. Students with a pattern of academic dishonesty may be subject to student conduct violations as stated in Policy #5247 and Code of Student Conduct Manual. A pattern of academic dishonesty is defined as 3 cases of plagiarism or cheating for which a student has been found responsible.

<u>Levels of Academic Integrity Violations</u>

<u>Level One Violation</u> (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.

<u>Sanction</u>: 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.

<u>Level Two Violation</u> (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.
6. First offense of using a VPN while accessing or completing work within online courses or their integrated software.

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

<u>Level Three Violation</u> (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. Second offense of 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.)

Nothing contained in this document is intended to conflict with local, state, or federal law.

Attachment B

Glossary of Terms

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, post, or sell OCC homework and/or assessment questions, answers, or assignments.

Artificial Intelligence (AI): Artificial Intelligence (AI) is an umbrella term for any theory, computer system, or software that is developed to allow machines to perform tasks that normally require human intelligence. The virtual assistant software on your smartphone is an example of artificial intelligence. Generative AI is a type of AI system capable of generating or editing text, images, or other media in response to input.

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.

Collaborator(s) - A person (or persons) who helps, assists, and/or gives the author answers on the assessment.

Duplication - Duplication is a form of plagiarism that occurs when a student submits a graded assignment they created for more than one assignment in a class or for more than one class. For example, submitting a paper from your English class for your History class is considered duplication and will be charged as plagiarism. If using a portion of a previous assignment for another class, it needs to be properly cited.

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.

Paraphrasing - Paraphrasing means putting someone else's ideas into your own words. Paraphrasing a source involves changing the wording while preserving the original meaning. This is a form of plagiarism unless the original source has been cited.

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.

Self-Plagiarism - Self-Plagiarism occurs when a student submits their own work in the same or new form for a class they are repeating. This includes previously graded texts, papers, research, or assignments. At the instructor's discretion, this work should be revised before submitting for credit.

Attachment C

Student Guidelines for the Ethical Use of Artificial Intelligence

Generative AI is a type of AI system capable of generating text, images, or other media in response to input. With many applications across diverse industries and disciplines, Ocean County College (OCC) acknowledges that artificial intelligence (AI) is a powerful pedagogical tool that students may need to master to succeed in their future careers. As such, our experienced faculty aim to provide a comprehensive education that not only reinforces foundational knowledge and skills but also introduces the latest technologies and their use within select fields.

However, due to AI's rapidly evolving nature, the College also recognizes the challenges and risks associated with its use. These include its ability to provide inaccurate information, as well as ongoing issues with biased training data and copyright infringement. In light of these concerns, the College believes that it is vital for students to discern when the use of AI tools is appropriate and when mastering course objectives requires independent work.

The following are guidelines for students' ethical use of AI at OCC.

All students should refer to their instructors' syllabi for course-specific requirements.

Students are required to:

- Understand all professors' policies and the appropriate use of AI in each class or discipline.
- Only use AI tools in compliance with your professors' AI policies and OCC's Policy 5180. This includes, but is not limited to, being transparent when AI is utilized by citing all contributions of AI tools or data in coursework in the appropriate style guide and only submitting assignments that are your own original work.
- Assume responsibility for all submitted coursework and ensure it is solely a product of their own effort.
- Use critical thinking skills to detect biased and inaccurate information in AI-generated content.
- Treat all information with respect and confidentiality. Do not share institutional information and personal details about yourself or others.
- Be aware that AI tools can generate biased text, images, and videos that may exclude valuable perspectives. Avoid using content that could lead to discrimination against any group.
- Seek assistance from instructors, librarians, and tutors regarding the appropriate use of AI tools in your coursework, research, or discipline.

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