

**TITLE: ACADEMIC INTEGRITY****POLICY NO: 2-7****EFFECTIVE DATE: 12/08/2000****VCCS POLICY NO: [6.5.0](#)****REVISED DATE: 12/19/2023****I. Purpose:**

To uphold the academic integrity of the academic programs and courses at the institution and foster a high sense of honesty and social responsibility on the part of the college community.

**II. Definitions**

Artificial intelligence (AI): any software or technology that can perform tasks that would normally require human intelligence, such as learning, decision-making, problem-solving, or composition.

Academic integrity: being honest, ethical, and thorough in your academic work, thereby avoiding instances of the following dishonest practices:

- a. Cheating: the intentional use or attempted use of unauthorized materials, information, or study aids in any academic exercise, for example:
- copying or using notes, examinations, or other instructional material during examinations, tests, or quizzes
  - using another person to write a paper or any part of a paper, without indicating the person's contribution with proper documentation
  - obtaining, using, or possessing unauthorized copies of an examination or any written work to be graded or receiving unauthorized information regarding examinations
  - submitting another's project as one's own
  - having an examination or any written work to be graded, taken or completed by a second party
  - altering or falsifying examination results after they have been evaluated by the faculty member and returned to the student
  - writing, without authorization, the answer to an exam question outside class and submitting that answer as part of an in-class exam
- b. Facilitating academic dishonesty: the intentional or knowing help or attempt to help another to commit an act of academic dishonesty, such as:
- completing, in whole or part, an examination or project in the name of someone else
  - permitting another student to copy one's work during an examination, test, or quiz

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- permitting another student to copy one's written work whenever the work is to receive a grade
  - illicitly collaborating with another individual or individuals in the completion of course assignments
  - taking an examination for someone else
  - giving test questions or answers to anyone else
  - writing all or part of a paper/assignment for another student
  - selling or purchasing all or part of examinations, papers, or other assignments
- c. Plagiarism: the intentional or unintentional presentation as new and original an idea or product derived from an existing source without properly citing the source of the material, for example:
- duplicating an author's work (in part or whole) without quotation marks and/or accurate citations
  - duplicating an author's words or phrases or ideas with accurate citations, but without quotation marks as necessary
  - using an author's idea(s) in paraphrase without accurate citation(s)
  - submitting, without quotation marks, an essay or written work to be graded in which exact words are merely rearranged even though cited
- d. Other forms of academic dishonesty, such as:
- submitting or resubmitting the same paper for two different classes/courses without the explicit authorization and approval of the faculty members teaching those classes/courses
  - fabrication: intentional and unauthorized falsification or invention of any information, data, or citation in an academic exercise

Expulsion: permanent separation from the college as a student.

Formal Hearing Committee: an ad hoc committee composed of five (5) members within the college community – three (3) teaching faculty members: two (2) from different schools than the one involved in the case and one (1) from a similar discipline to the academic honesty case, one (1) administrative or classified staff member from Enrollment Management and Student Success, and one (1) student, who may be a student leader from any recognized student organization or a student trained to hear academic integrity cases. No committee members will have any previous relationship with the student.

Interim Incomplete (I) Grade: an incomplete grade on the transcript to be used as a placeholder while a case is being adjudicated.

Suspension: exclusion from attending the college as a student for a definite period of time not to exceed three (3) years.

III. Policy:

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Reynolds Community College is committed to ensuring that the integrity of all academic programs and community members is not violated. As such, students are expected to conduct themselves in an honorable manner in all academic work. Students should only use Artificial Intelligence (AI) technology in consultation with and/or at the approval of class faculty. Additional usage of AI tools should be discussed with the instructor when applicable. Students suspected of violating this policy shall be addressed in accordance with the provisions of this policy.

**A. Student rights**

Under this policy, students have the right to:

1. receive notice of alleged violation(s) in writing;
2. review all relevant materials or information that led to the suspicion of an alleged violation;
3. an impartial hearing where the student is able to present information in their defense, unless that right is waived by the student. A hearing may be defined as the informal meeting between the faculty member and the student where notice is provided and the student has the ability to review the information and contest the charges, or a formal hearing with a hearing committee. The student has the right to request the change of a committee member within 48 hours of being notified of the committee members.
4. witnesses to speak on behalf of the student regarding a case. The student is responsible for informing the faculty member and/or the Office of Student Support Services of potential witnesses.
5. have an attorney or advisor accompany the student in a formal hearing. Attorneys/ advisors may not participate in the hearing by asking questions or cross-examining witnesses, but instead are silent observers. Attorneys/advisors are not allowed to participate in the informal hearing process.
6. appeal a decision as prescribed in the Appeals section (D) of the [Procedures for Academic Integrity, 2-7](#);
7. continue in the course in question throughout the entire process;
8. waive the right to a hearing. By waiving the right to a hearing, the student accepts responsibility for the alleged acts, accepts the sanction that shall be issued, and relinquishes the right to an appeal. Waiver of rights may be submitted in writing by the student. A failure to respond to charges shall be considered a waiver of rights.

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**B. Other provisions**

1. A drop or withdrawal from a course by a student where alleged academic misconduct occurs does not prevent a student from being held responsible under this policy.
2. Faculty members and students are strongly encouraged to meet face-to-face during hearings. However, in instances where face-to-face meetings are impractical (e.g., an online student or faculty member living a considerable distance from the college), then alternative methods may be utilized to facilitate the hearing. These methods may include video conference or video streaming.
3. Faculty members are to provide notice of the allegations within ten (10) business days of discovering the possible violation. However, if suspicion of a violation occurs at the end of a term and grades are due, the faculty member should request an interim incomplete (I) grade.
4. In instances where a suspected student has been previously found responsible for violating this policy, the student shall automatically receive a formal hearing.
5. In instances where grade changes are warranted, procedures outlined in [Reynolds Policy No. 2-6](#), Grades Plan, shall be followed.
6. In instances where a faculty member is not available to facilitate a meeting (e.g., no longer employed by the college, sick, etc.), the supervising dean (or their assistant dean) may elect to serve on behalf of the faculty member. Where these instances are anticipated, faculty members are strongly encouraged to provide their supervising dean with all relevant materials.
7. Allegations of academic dishonesty occurring in administrative support areas such as the testing centers or academic support centers shall be referred to the faculty for whom the test(s) or assignment(s) belongs. The staff member who refers the information on the incident shall take measures to identify the student and document the incident.
8. Allegations of academic dishonesty occurring during the placement process shall be initiated by the coordinator of the testing center where the alleged incident occurred. Any formal hearing shall be handled by the Dean of Students, or designee, in accordance with the following procedures.

All matters shall be handled in accordance with [Reynolds Policy No. 1-26](#), Student Privacy and Release of Student Information.

**IV. [Procedures for Academic Integrity, 2-7](#)**

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V. Other Information:

[Reynolds Policy No. 1-26](#), Student Privacy and Release of Student Information

[Reynolds Policy No. 2-6](#), Grades Plan

[Reynolds Policy No. 4-38](#), Record Retention and Disposition

[JSRCC Form No. 75-0020](#), Academic Dishonesty Report

[JSRCC Form No. 75-0021](#), Notification of Alleged Academic Dishonesty