

**STUDENT SERVICES****AP 5505 ACADEMIC INTEGRITY****References:**

[BP 5500](#): Standards of Student Conduct

[AP 5500](#): Standards of Student Conduct

[AP 5520](#): Student Discipline Procedures

[BP 5530](#): Student Complaints and Grievances

[AP 5530](#): Student Complaints and Grievances

California Education Code Sections 55025, 76030, and 76031

**INTRODUCTION**

**Academic Integrity** is a commitment, even in the face of adversity, to six fundamental values: honesty, trust, fairness, respect, responsibility, and courage. From these values flow principles of behavior that enable academic communities to translate ideals into action (International Center for Academic Integrity). The Palomar District highly values academic integrity and seeks to uphold its six fundamental values.

This policy provides examples and definitions of academic dishonesty, guidelines for addressing suspected violations of academic integrity, and recommendations for upholding academic integrity.

This policy addresses Academic Remedies that faculty may assign in response to violations of academic integrity. Administrative Remedies for academic dishonesty, such as any disciplinary action up to and including expulsion by District's Dean of Student Life and Leadership, are addressed in AP 5520, Student Discipline Procedures.

**DEFINITIONS****ACADEMIC DISHONESTY: DEFINITION, EXTENT AND CONTEXT**

**Academic dishonesty** in both course and non-course activities is defined as an act of obtaining or attempting to present academic work through fraudulent or deceptive means to obtain credit for this work. Responsibility for academic integrity remains consistent regardless of whether academic dishonesty is observed in drafts or the final version. Course policies related to academic integrity may include more specific guidelines related to expectations for the course. Not following course policies as outlined in the syllabus can likewise constitute a violation of academic integrity.

**Extent of Academic Dishonesty**

The extent of academic dishonesty may be considered when determining appropriate remedies. Academic dishonesty may:

- extend across multiple classes or non-course activities,

- involve multiple assignments,
- involve an entire assignment, and/or
- yield a greater advantage such as on final examinations or term papers.

**Context of Academic Dishonesty:** Academic dishonesty may occur if a student violates the expectations of academic integrity through:

- **Lack of college-level experience**, for example, by being unfamiliar with the rules of attribution but not unfamiliar with the basic expectations of integrity.
- **Negligence**, for example, by failing to follow the basic rules of citation or permissible collaboration, or by signing onto a group assignment that simple inspection would reveal to be plagiarized.
- **Knowledge**, for example, by providing completed homework to a second student upon request, knowing that the second student intends to cheat from it, even if the first student does not specifically intend for the cheating to occur.
- **Willfulness**, for example, by intentionally engaging in improper conduct with or without the expectation of deriving a benefit. Willful conduct is especially serious when it involves prior planning or subsequent concealment, or involves other students, either by actually engaging their knowing cooperation in misconduct or by foreseeably exposing them to a reasonable suspicion that they have cooperated.
- **Repeat offenses.**

## TYPES OF ACADEMIC DISHONESTY

Academic dishonesty includes but is not limited to cheating, plagiarism, fabrication, fraud, making multiple submissions of similar work, using unauthorized artificial intelligence programs, and facilitating academic dishonesty.

**Cheating** consists of obtaining or trying to obtain, through dishonest means, credit for academic work. Examples include, but are not limited to:

- Unauthorized use of commercial "research" and "homework help" services such as term paper mills and websites that deliver real-time question answering services.
- Providing information to others without the instructor's permission or allowing the opportunity for others to obtain information that provides the recipient with an advantage on an exam or assignment.
- Unauthorized communication with fellow students during a quiz or exam.
- Copying material, in part or in whole, from another student's quiz or exam.
- Permitting another student to copy from a quiz or exam.
- Permitting another person to take a quiz, exam, or similar evaluation in lieu of the enrolled student.
- Using unauthorized materials, information, or study aids (e.g., textbook, artificial intelligence, web search, notes, data, images, formula list, dictionary, calculator, etc.) in student work.
- Unauthorized collaboration in providing or requesting assistance, such as

sharing information on an academic exercise or exam through electronic devices or any other means of communication.

- Using another person's collected or measured data in student work such as computer or lab exercises without the instructor's permission.
- Submitting altered responses or answers on a graded exam or assignment and requesting that it be re-graded.
- Discussing answers or ideas relating to the answers on a test or other examination with students who have not yet taken the test or examination.
- Unauthorized use of an annotated instructor's edition of a textbook.
- Obtaining, making, or distributing copies of any part of a test, examination, or other course material without the instructor's permission.
- Using notes, cheat sheets, or other devices considered inappropriate under the prescribed testing condition.
- Collaborating with another or others in work to be presented without the instructor's permission.
- Knowingly and intentionally assisting another student in any of the above.

**Plagiarism** is defined as the presentation of another's words, images, or ideas as if they were one's own. Plagiarism includes but is not limited to:

- Stealing the written, oral, artistic, or original works or efforts of others and presenting them as one's own.
- The submission of material, whether in part or whole, authored by another person or source (e.g., the internet, book, journal, generative AI, etc.), whether that material is paraphrased, translated, or copied verbatim or in near-verbatim form without properly acknowledging the source. (It is the student's responsibility to cite all sources.)
- The submission of material edited, in part or whole, by another person that results in the loss of the student's original voice or ideas (i.e., while an editor or tutor may advise a student, the final submitted materials must be the work of the student, not that of the editor or tutor.)
- Translating all or any part of material from another language and presenting it as if it were the student's own original work.
- Unauthorized use of another person's data in completing any exercise.

**Fabrication** is defined as falsification or invention of any information in an academic exercise. Falsification includes, but is not limited to:

- Fabricating or altering data to support research.
- Presenting records, results, or data from work that was not performed - submitting material for lab assignments, class projects or other assignments which is wholly or partially falsified, invented, or otherwise does not represent work accomplished or undertaken by the student.
- Crediting source material that was not directly used for research.
- Falsification, alteration, or misrepresentation of official or unofficial records or

documents including but not limited to academic transcripts, academic documentation, letters of recommendation, and admissions applications or related documents.

**Fraud** is defined as intentionally making an untrue statement (lying) or attempting to deceive through misrepresentation. Fraud includes but is not limited to:

- Providing an excuse for an absence, tardiness, or late assignment with the intent to deceive the instructor, staff, or the District.
- Checking into a district lab, center, or other district resource with the intent to deceive the instructor, staff, or the District.
- Checking in or checking out of a district lab, center, or other district resource for another student.
- Using another student's identification card for use in a class, lab, center, or other district resource.
- A student recruiting or allowing another person to use their identification or credentials for completing assignments, tests, or activities for a class.
- Intentionally misrepresenting the content, meaning, or context of source material or scientific data.

**Multiple Submissions** are defined as resubmission of a work with identical or similar content that has already received credit in a high school or another college course.

Multiple submissions include but are not limited to:

- Resubmission of work with identical or similar content from a past course in a current course without written consent of the present instructor.
- Submission of work with identical or similar content in concurrent courses without written consent of all instructors involved.
- When retaking a course, resubmission of work with identical or similar content from the past section of the same course without written consent of the present instructor.

**Unauthorized Artificial Intelligence (AI)** is defined as employing artificial intelligence tools, software, or systems for academic purposes without instructor authorization or in violation of institutional policies, resulting in academic dishonesty or misconduct.

Examples include:

- Using AI tools to solve problems, show logic, draft texts, create multimedia objects, translate or summarize documents, all without instructor authorization.

**Facilitating Academic Dishonesty** is defined as assisting another to commit an act of academic dishonesty. Facilitating academic dishonesty includes, but is not limited to:

- Taking a quiz, exam, or similar evaluation in place of another person.
- Allowing one student to copy from another.
- Attending a course posing as another student who is officially registered for that

- course.
- Providing material or other information (e.g., a solution to homework, a project or other assignments, a copy of an exam, exam key or any test information) to another student with knowledge that such assistance could be used to violate any other sections of this procedure.
  - Submitting, copying, or uploading instructor-created materials (including all/part of any assignment, test, exam, lab exercise) to publicly accessible/searchable internet repositories or “homework help” sites.
  - Distribution or use of notes or recordings based on college classes without the express written permission of the instructor for purposes other than individual or group study; this includes, but is not limited to, providing materials for distribution by services publishing class notes. (This restriction on unauthorized use applies to all information distributed or in any way displayed for use in relationship to the class, whether obtained in class, via email, on the internet, or via any other media.)

## PREVENTION OF ACADEMIC DISHONESTY

### Students

To avoid unintentional acts of academic dishonesty, **students** should:

- Carefully read the course syllabus.
- Ask the course instructor (faculty) if they do not understand a policy, assignment instructions, or if they are uncertain if an act violates academic integrity.
- Retain evidence of their work process, e.g. sources of information consulted, work for solving problems, early versions of word processing and other types of documents, as proof of their ownership of work and academic integrity. If a student is suspected of academic dishonesty, the student may ask the course instructor (faculty) if they may be accompanied by a faculty member or any other person when discussing suspected violations of academic integrity with a course instructor (faculty).
- Document conferences and communication with a course instructor (faculty) regarding allegations of academic dishonesty.
- A student may appeal a final course grade through the [Palomar Community College District Student Grade Dispute Policy and Procedures](#).

### Faculty

To prevent academic dishonesty, **faculty** should:

- Include guidelines for what does and does not constitute academic dishonesty in their course materials and in particular the course syllabus.
- Refer students to this policy, AP 5505, in the course syllabus.
- Document and/or collect evidence of academic dishonesty and document the steps taken to remedy.

## Artificial Intelligence Tools

The faculty is free to set their own policies regulating the use of generative AI tools in their courses, including allowing or disallowing some or all uses of such tools. Faculty should set such policies in their course syllabi and clearly communicate such policies to students. Students who are unsure of policies regarding generative AI tools are encouraged to ask their instructors for clarification ([Stanford University Office of Community Standards](#)).

Absent a clear statement from faculty, use of or consultation with generative AI shall be treated analogously to assistance from another person. In particular, using generative AI tools to substantially complete an assignment or exam (e.g. by entering exam or assignment questions) is not permitted. Students should acknowledge the use of generative AI and default to disclosing such assistance when in doubt ([Stanford University Office of Community Standards](#)).

## DISCOVERY OF POSSIBLE ACADEMIC DISHONESTY

1. Suspicion of academic dishonesty should be addressed by faculty in a timely manner.
2. Faculty shall notify the student(s) of the allegation of academic dishonesty and allow the student to respond to the allegation.
3. Faculty should have reasonable evidence to sustain the allegation of academic dishonesty. Reasonable evidence, such as documentary evidence or personal observation or both, is necessary if the allegation is to be upheld.
4. If needed, faculty should arrange a meeting with the student to advise the student of the allegation as well as the evidence that supports it. The purpose of the meeting is to bring together the persons involved so that the situation might be discussed informally, and an appropriate solution might be decided upon. During the meeting, the instructor should explain the academic dishonesty they believe occurred, and the student should be given time to explain their experience and process in completing the work in question. If initial discussion does not clarify the issue, the instructor should explain the potential consequences and/or remedies related to the case.
5. Faculty shall allow the student to have a representative, another instructor or other person, attend the meeting at the student's request.
6. If more than one student is involved in the incident, the instructor may call the

students together to confer as a group.

7. It is highly recommended that faculty document the outcome of any communication or meetings with students regarding violations of academic integrity.
8. Although notes and discussion between the student and instructor are confidential, in accordance with the Family Educational Rights and Privacy Act (FERPA), they may be used as evidence in subsequent campus disciplinary proceedings or any subsequent legal action.
9. Faculty are encouraged to report alleged violations of academic dishonesty to the Dean of Student Life and Leadership in a timely manner. Student Life and Leadership provides an educational experience for students when there are alleged violations of the Standards of Student Conduct to decrease the likelihood of recurrence. If the student has allegedly committed academic dishonesty before, Student Life and Leadership may address alleged violations as outlined in Administrative Procedure 5520.

## REMEDIES FOR ACADEMIC DISHONESTY

Remedies assessed under this policy should be proportionate and sufficient both to convey the expectations of the community to the individual student, to support learning and academic growth, and to deter future violations. Academic dishonesty may warrant two separate and distinct courses of action which may be applied concurrently in response to a violation of this policy:

**Academic Remedies** for violations of academic integrity may include a verbal warning, a lowered assignment grade, and/or modifications to an assignment. Academic remedies, including grade modification, are the sole responsibility of the instructor involved.

**Administrative Remedies**, such as any disciplinary action up to and including a recommendation for expulsion, are the responsibility of the District's Dean of Student Life and Leadership.

Faculty and the Dean of Student Life and Leadership or their designee should consider the extent and context of the acts of academic dishonesty, as defined above, when applying remedies to breaches of academic integrity.

### **Academic Remedies**

It is the instructor's responsibility to determine the type of academic remedy, if any. Possible academic remedies may include one or more of the following:

- Revising or redoing the assignment.
- Modification of future assignments to emphasize academic integrity.
- A lower grade on an assignment. Grading or modification of grades are left to the discretion of the instructor and may include, but not be limited to, a zero or “F” on the activity, paper, project, or examination.
- Removal of the student from the class session and the following class session. Should this decision be made, the instructor shall immediately submit an incident report of the removal to the Dean of Student Life and Leadership and notify the divisional dean (see AP 5520 and ED 76032).

### **Limitations to Academic Remedies**

The grading of courses is to be based on the “measurement of student performance in terms of the stated course objectives” and “demonstrated proficiency in subject matter” (Title 5, section 55002(a)(2)(A)).

- Faculty may not drop a student from the course in response to alleged academic dishonesty.
- Faculty may not give an F grade to a student for the entire course in response to alleged academic dishonesty.
- Faculty may give a failing grade on a particular student work(s) if it was determined that academic dishonesty occurred.
  - A student could fail the course if the failing grade(s) on a particular student work(s) led to an overall course score of an F.
- In response to alleged academic dishonesty, Faculty may not assign a student an *extra* activity designed to encourage academic integrity as a stipulation for completing the course.
  - The Dean Student Life and Leadership may assign, as an administrative remedy, learning activities designed to encourage academic honesty if the faculty reports the alleged violation to Student Life and Leadership. See AP 5520 for a complete list of disciplinary actions that may be assigned as an administrative remedy.
- In response to alleged academic dishonesty, Faculty may assign an activity designed to encourage academic integrity as a stipulation for resubmitting an assignment/exam.

### **Administrative Remedies**

Disciplinary actions may include verbal reprimand, written reprimand, removal from class, short or long-term suspensions, and expulsion. A student has the right to appeal the disciplinary action.

See AP 5520 for a complete list of disciplinary actions and the process for appeal.