

3357:13-14-65 Academic Integrity (Plagiarism, Cheating, and AI) Policy

The College holds that each student is responsible for academic honesty. The student's work should be the product of the student's own efforts, unless the student clearly indicates otherwise (for example through citations and references). Students should clarify any questions on proper citation with faculty. Academic honesty is an important element of mature, responsible learning. The faculty work to create a learning environment that discourages cheating and encourages honest scholarship.

- (A) Members of the College community are expected to be honest, thoughtful and responsible in their academic endeavors. A shared sense of enthusiasm for learning and respect for other persons is essential to the community.

- (B) The suspicion of academic dishonesty is a serious matter because it threatens the atmosphere of respect essential to learning. Academic dishonesty can take many forms, including but not limited to, the following:
 - (1) Plagiarism includes, but is not limited to, submitting, without appropriate acknowledgement, any written, visual or oral material that has been copied in whole or in part from the work of others (whether such source is published or not) even if the material is completely paraphrased in one's own words. This includes another individual's academic composition, compilation, or other product, or a commercially prepared paper. Plagiarism also includes submitting work in which portions were substantially produced by someone acting as a tutor or editor.

Such practices constitute plagiarism regardless of motive. Those who deny deceitful intent, claim not to have known that the act constituted plagiarism, or maintain that what they did was inadvertent are nevertheless subject to penalties when plagiarism has been confirmed. (see 3357:13-14-651 Academic Integrity (Plagiarism) Procedure)
 - (2) Cheating and dishonest practices in connection with examinations, papers and projects, includes but is not limited to using unauthorized notes, study aids or information on an examination; obtaining help from another student during an examination; taking an exam or doing work for another student; providing one's own work for another student to copy and submit as his/her own; or allowing another student to do one's work and then submitting the work as one's own. Also included would be altering a graded work after it has been returned, then submitting the work for re-grading; or submitting identical or similar papers for credit in more than one course without prior permission from the course faculty members.
 - (3) Fabrication includes but is not limited to falsifying or inventing any information, data or citation; presenting data that were not gathered in accordance with defined appropriate guidelines, and failing to include an accurate account of the method by which data were collected.
 - (4) The use of Artificial Intelligence (AI) tools includes, but is not limited to: Using AI to write entire essays or complete unfinished portions of the assignment, unless the use of AI is expressly allowed as part of the assignment. Using AI to rewrite

significant portions of a text. Improperly crediting AI tools for any artistic piece used for illustrative purposes.

Examples of acceptable AI use, application, or assistance includes but is not limited to the following:

- (a) Brainstorming a topic
 - (b) Generating search terms or keywords for research
 - (c) Formatting citations (while AI can format citations, it often includes incorrect quotations and parenthetical citations within a text)
 - (d) Finding errors and receiving general suggestions for improving without using AI tools to explicitly compose an essay or text
 - (e) Searching for specific information as one would do with search engines, browsers, and databases with proper credits to the AI tool used (as with a database or search engine)
 - (f) Generating AI artwork, audio, images, or videos with proper credits to the AI tool used
- (5) Obtaining an Unfair Advantage includes, but is not limited to stealing, reproducing, circulating, or otherwise gaining access to examination materials prior to the time authorized by the faculty member; unauthorized collaboration on an academic assignment; or undertaking any activity with the purpose of creating or obtaining an unfair advantage over another student's academic work.
- (6) Aiding and Abetting Academic Dishonesty includes, but is not limited to, providing material, information or other assistance to another person with the knowledge that such aid could be used in any of the violations stated above, or providing false information in connection with any inquiry regarding academic integrity.
- (7) Alteration of Grades or Marks includes, but is not limited to, action by the student in an effort to change the earned credit or grade.
- (8) Impersonation includes, but is not limited to, taking another person's place for online assignments and testing environments.
- (9) Cases of academic dishonesty may involve photocopied materials. Materials used may fall under the Copyright Act. Violations of said Act may subject the user and/or the College to sanctions.
- (C) Similarity detection software can be used to assist a faculty member as an initial indicator that plagiarism may be present. While this indicator may suggest that a Faculty member needs to investigate plagiarism, it cannot be used as the only indicator of plagiarism. The faculty member must utilize the plagiarized material to indicate wrong doing.

Next Review: August 1, 2028
Review Dates: 1/16/02, 11/24/20, 7/21/21, 8/22/23