



College of The Albemarle Procedure

Procedure Number: 4-20.1P

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Title: Academic Integrity

Related Policy:

Division of Responsibility: Student Success and Enrollment Management; Division of Learning

_____ 6/2021 _____

Date of Last Review

Date of Last Revision

It is the policy of College of The Albemarle to establish and publish procedures clearly defining academic integrity, violations of academic integrity and disciplinary actions.

Administrative Responsibilities

It is the responsibility of the Vice President of Student Success and Enrollment Management in conjunction with the Enrollment Management Committee to review and revise this procedure.

Procedures

Academic integrity refers to the ethical principles and values involved in the performance of academic work. It is fundamental to the learning process. Without an honest, participative role in one's own education, learning does not take place.

Students attending College of The Albemarle are expected to adhere to the highest ethical standards of college students. The college takes measures to help guide students towards acceptable academic practices. Academic integrity violations can result in penalties such as remediation, failure of an assignment, failure of a course, or removal from the institution. There is no "statute of limitations" on violations of the cheating portion of this policy, meaning that students may be subject to disciplinary action any time that the cheating is discovered.

Violations of academic integrity

Examples of common academic violations are: plagiarism, duplication of work, fabrication of lab results, unauthorized collaboration, and use of unauthorized materials to complete an assignment or assessment.

For the purposes of this policy:

Plagiarism includes, but is not limited to, the use of a work or a source, published or unpublished, of another without giving proper credit to the original author in a work submitted by a student in any college sponsored class, lab, or examination, either orally or in writing. Directly quoting and/or paraphrasing the ideas or concepts of another's work require the student to appropriately cite the source(s). Plagiarism may be *unintentional* or *intentional*.



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Unintentional plagiarism normally occurs when a student is unfamiliar with proper documentation of sources and/or works, but makes an attempt to give appropriate references to the work of others.

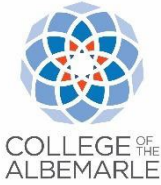
Intentional plagiarism includes the deliberate taking of another's ideas or works and presenting them as the student's own. Examples of intentional plagiarism include, but are not limited to: reproducing large sections of source material without citation; turning in another student's work as one's own; and purchasing papers from another student or an online site.

Work refers to research, strategies, or ideas. It applies to the spoken word whether recorded or live as well as written works, music, computer codes, art, and any other creative ideas or expression.

Source includes, but is not limited to, published works such as newspapers, textbooks, or web sites and unpublished sources such as lectures, interviews, or collegial conversations about subject matter.

Examples of academic integrity violations leading to mediation or penalties include, but are not limited to:

- a. Plagiarism;
- b. Submission of work that is not the student's own for any paper, assignment, or examination;
- c. Submission of falsified data or sources (fabrication);
- d. Theft, or the attempted theft, of any test or examination by any means or device;
- e. Use, or the attempted use, of a stand in or proxy for any assignment, test, or examination;
- f. Use of any materials prohibited by the instructor (eg: calculators, earphones, answer manuals, recordings, texts, notes, or computer programs) in preparation for, review of, or completion of any assignment or during any test or examination;
- g. Supplying or receiving unauthorized assistance in preparation for an assignment, test or examination; or during a test, examination review, or examination, whether written, verbal, through gestures or signals, or by the



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use of electronic means including cell phones, email, and/or the Internet/web;

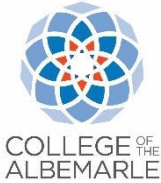
- h. Copying any assignment, test, or examination without authorization from the instructor whether electronically or mechanically; this would include photographing with a digital camera or appropriately equipped cell phone or other electronic devices;
- i. Copying answers from another student's assignment, test, or examination and submitting as your own;
- j. Exchange of unauthorized information between students related to an assignment, test review, or test; (eg: text messaging or hand signals during a test; discussion of the substance of examinations and tests when it is expected these will not be discussed, unauthorized recording or copying.)
- k. Two or more students working together to share answers on an assignment or test that was intended to be an individual exercise (unauthorized collaboration);
- l. Submitting the same work for credit in two or more classes without obtaining the permission of the instructors to whom the work is being submitted.

A student may be subject to remediation or penalties regardless of whether they received inappropriate assistance or provided inappropriate assistance to another student. A student who is aware of cheating being committed by others in violation of this policy and does not report it to the instructor, program coordinator, department chair, academic dean, or other administrative officer of the college may be subject to disciplinary action.

Disciplinary Action Reporting

Reports of academic integrity violations will be documented by the instructor using the college's current electronic reporting system. An instructor may file multiple reports at the same time if he/she discovers multiple offenses have occurred within a class. Incidences are cumulative and each incident remains active throughout the student's time at the college. A break in attending classes does not remove any prior incidences.

A report of academic integrity violation may be made at any point during the semester. The "last date to withdraw without grade penalty" rule does not prevent a student from receiving an "F" in a class if it is discovered the student violated academic integrity rules.



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The instructor of a course may determine the appropriate action for the offense committed. Program suspension (disenrollment and removal from all program-related courses within a competitive enrollment program) must be approved by Academic Dean, Program Coordinator and the Department Chair of the program. Suspension or dismissal requests (complete disenrollment from all college classes) must be approved by the Vice President of Student Success and Enrollment Management (SSEM).

Failure of a student to adhere to any requirements of the instructor's action may result in further penalties. If, after an instructor submits a report it is discovered a student has additional academic integrity violations on record, then the Vice President of SSEM or designee with consultation from the instructor may choose to strengthen the instructor's initial proposed penalty. Additionally, any student with more than one actionable violation on record will be subject to disciplinary action up to and including dismissal from the college. The Office of Student Success and Enrollment Management will be responsible for monitoring records for repeat offenses and pursuing such actions when necessary.

A student may appeal any sanction to the Student Disciplinary Appeals Sub-committee by submitting a request to the Vice President of SSEM within three business days (Student Code of Conduct policy). Upon hearing evidence from the student, the instructor, and relevant witnesses (if any) the committee will make an assessment of the appropriate course of action. The committee will review the decision made by the instructor and/or Vice President of SSEM and may come to a variety of conclusions including: nullifying the decision, lessening the punitive action(s) taken, increasing the punitive action(s) taken, or allowing the original decision to stand.