

Academic Integrity

(Board Policy 4245)

Introduction

Students of Feather River College (FRC) are expected to behave as responsible members of the college community and to be honest and ethical in their academic work. FRC strives to provide students with the knowledge, skills, judgment, and wisdom they need to function in society as educated adults. To falsify or fabricate the results of one's research; to present the words, ideas, data, or work of another as one's own; or to cheat on an examination corrupts the essential process of higher education.

Guidelines for Academic Integrity

- Students assume full responsibility for the content and integrity of the coursework they submit and are responsible for adhering to coursework requirements as specified by the instructor in the course syllabus.
- Students must follow all written and/or verbal instructions given by instructors or designated college representatives prior to taking examinations, placement assessments, tests, quizzes, projects, reports, and other forms of evaluating student learning.
- Students may collaborate or cooperate with other students on graded assignments or examinations as directed by the instructor.

References: *Education Code Sections 55002(a)(2)(A), 66300, 66301;*
ACCJC Accreditation Standard 2

Last Date of Approval: November 1, 2024

Administrative Procedure

(AP 4245)

Forms of Academic Dishonesty

Actions constituting violations of academic integrity include, but are not limited to, the following:

Plagiarism: the use of another's words, ideas, data, or product without appropriate acknowledgment, such as copying another's work, presenting someone else's opinions and theories as one's own, or working jointly on a project and then submitting it as one's own. This includes the authorized use of generative artificial intelligence without proper citation.

Cheating: the unauthorized use or attempted use of the following: materials, electronic devices, information, or study aids, or generative artificial intelligence; or an act of deceit

by which a student attempts to misrepresent academic skills or knowledge; unauthorized copying or collaboration.

Fabrication: intentional misrepresentation or invention of any information, such as falsifying research, inventing or exaggerating data, or listing incorrect or fictitious references.

Collusion: assisting another person to commit an act of academic dishonesty, such as paying or bribing someone to acquire a test or assignment, taking or assisting in a test or doing an assignment for someone else, or allowing someone to do these things for one's own benefit.

Other Acts of Academic Dishonesty: the intentional violation of college policies, such as tampering with grades, misrepresenting one's identity, or taking part in obtaining or distributing any part of a test or any information about the test.

Artificial Intelligence

Absent a clear statement from a course instructor, use of or consultation with generative AI shall be treated the same as 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 (other than incidental use) and default to disclosing such assistance when in doubt.

Individual course instructors are free to set their own policies regulating the use of generative AI tools in their courses, including allowing or disallowing some or all use of such tools. Course instructors 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.

Academic Dishonesty Process

When a student is accused of any form of academic dishonesty, an informal as well as formal action may be initiated by the faculty member

Academic Dishonesty Complaint and Hearing Procedures

- 1) The faculty member who suspects a student of academic dishonesty shall document the commission of the act by writing down the time, date, place, and a description of the act and collect the evidence such as scanning or photocopying the plagiarized examination, placement assessment, test, quiz, project, report, and/or other form of evaluating student learning and online data including logs if applicable.

- 2) A. The faculty member who has evidence of the act of dishonesty shall attempt to resolve the matter informally by speaking with the student, referencing Feather River College's Student Code of Conduct. At this point, the faculty member may choose to take no further action or may issue a lower grade, including a failing grade of "F" for the examination, placement assessment, test, quiz, project, report, and/or other form of evaluating student learning. If the latter action is imposed, the student must be informed during the informal discussion.

B. In addition, the faculty member, who has evidence of the act of dishonesty is strongly encouraged to file a Student Incident Report with the Vice-President Student Services/CSSO and must inform the student of this action.

- 3) The faculty member who has evidence of the act of dishonesty shall attempt to resolve the matter informally by speaking with the student, referencing Feather River College's Student Code of Conduct. At this point, the faculty member may choose to take no further action or may issue a lower grade, including a failing grade of "F" for the examination, placement assessment, test, quiz, project, report, and/or other form of evaluating student learning. If the latter action is imposed, the student must be informed during the informal discussion.
- 4) Within five business days, the ad-hoc committee will complete its initial review and the Vice-President Instruction/CIO will notify all parties via email of the date, time and location of the hearing. The members of the hearing panel shall be provided with a copy of the accusation against the student and any written response provided by the student before the hearing begins. At the hearing, the student will meet with the ad-hoc committee to hear the charges and present their side of the case. The student may bring an advocate, who may advise the student but not present the case. If the student misses the hearing, the committee may proceed with the process to completion. The committee shall determine by majority vote if the evidence presented by the student is significant enough to rescind the action imposed by the faculty member. The Vice-President Instruction/CIO will send a written notification within five business days of the committee's decision to the faculty member and the student. If the committee recommends that further disciplinary action be imposed, then that recommendation will be forwarded to the Vice-President Student Services/CSSO
- 5) Nothing in this policy is intended to infringe upon the rights of the student. For details on the Standards of Conduct and disciplinary actions, refer to AP 5500 and AP 5520.

Sources

With permission, contents of this policy were adapted from "Academic Honesty" and "Academic Dishonesty," Oregon State University, Corvallis, Oregon; "Student Rights & Responsibilities: Scholastic Ethics Code," Pima Community College, Tucson, Arizona; "Student Rights and Responsibilities," Portland Community College; and "Academic Honesty," College of the Siskiyous. Generative AI Policy Guidance Office of Community Standards (Stanford.edu)

*References: Feather River College BP/AP 5500 Standards of Student Conduct;
California Community Colleges, Chancellor's Office: Legal Opinion 07-12*

Last Date of Approval: November 1, 2024