

# **Academic Integrity Workgroup**

## **Fall 2022-Spring 2023**

**Purpose:** To review the trends, frequency, and modality of academic dishonesty and make recommendations to address issues and concerns in the current educational environment.

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**Discussions timeline:** The workgroup met via zoom on several occasions throughout Fall 2022-Spring 2023 with the intent to gather current data, assess the results, investigate academic dishonesty policies and procedures from GWC, CCCD, and other colleges and universities. The survey was sent to all faculty at the end of fall 2022. Data analysis and recommendations completed during spring 2023.

### **Academic Honesty Statement**

Golden West College has the responsibility to ensure that grades assigned are indicative of the knowledge and skill level of each student. Acts of academic dishonesty make it impossible to fulfill this responsibility, and they weaken our society. Faculty, students, administrators, and classified staff share responsibility for ensuring academic honesty in our college community and will make a concerted effort to fulfill the following responsibilities.

### **Faculty Responsibilities**

Faculty have a responsibility to ensure that academic honesty is maintained in their classrooms. In the absence of academic honesty, it is impossible to assign accurate grades and to ensure that honest students are not at a competitive disadvantage. Faculty members are expected to

1. Explain the meaning of academic honesty to their students.
2. Conduct their classes in a way that makes cheating, plagiarism, and other dishonest conduct nearly impossible.
3. Confront students suspected of academic dishonesty and take appropriate disciplinary action promptly.

### **Student Responsibilities**

Students share the responsibility for maintaining academic honesty. Students are expected to

1. Refrain from acts of academic dishonesty.
2. Refuse to aid or abet any form of academic dishonesty.
3. Notify instructors and/or appropriate administrators about observed incidents of academic dishonesty.

### **Administration Responsibilities**

1. Disseminate the academic honesty policy and the philosophical principles upon which it is based to faculty, students, and staff.

2. Provide facilities, class enrollments, and/or support personnel which make it practical for faculty and students to make cheating, plagiarism and other dishonest conduct nearly impossible.
3. Support faculty and students in their efforts to maintain academic honesty.

### **Classified Staff Responsibilities**

1. Support faculty, students, and administration in their efforts to make cheating, plagiarism and other dishonest conduct nearly impossible.
2. Notify instructors and/or appropriate administrators about observed incidents of academic dishonesty.

### **Policies and Procedures**

#### **Action by the Instructor**

An instructor who has evidence that an act of academic dishonesty has occurred shall, after speaking with the student, take one or more of the following disciplinary actions:

1. Issue an oral reprimand (for example, in cases where there is reasonable doubt that the student knew that the action violated the standards of academic honesty).
2. Give the student an “F” grade, zero points, or a reduced number of points on all or part of a particular paper, project, or examination (for example, for a first-time occurrence of a relatively minor nature).

For any incident of academic dishonesty which is sufficiently serious for the instructor to take disciplinary action which can lower the student’s grade (for example, an “F” given for all or part of an assignment), the instructor shall report the incident using the “Academic Dishonesty Report” form.

**NOTE:** A grade of “F” assigned to a student for academic dishonesty is final and shall be placed on the transcript. If the student withdraws from the course, a “W” will not replace an “F” assigned for academic dishonesty. Academic disciplinary actions taken by the instructor based on alleged cheating may be appealed as specified in the College’s Instructional Grievance Policy.

#### **Grade Changes (§55025)**

1. In any course of instruction in a community college district for which grades are awarded, the instructor of the course shall determine the grade to be awarded to each student in accordance with this article. The determination of the student's grade by the instructor shall be final in the absence of mistake, fraud, bad faith, or incompetency.
2. For purposes of this section, “mistake” may include, but is not limited to, clerical errors and errors made by an instructor in calculating a student's grade.
3. Procedures for the correction of grades shall be consistent with Education Code section 76232 or provide an alternative mechanism which will ensure that students receive a reasonable and objective review of the requested grade change. If the procedure requires the student to first request a grade change from the instructor, provisions shall be made for another faculty member to substitute for the instructor if the instructor is not

available, the student has filed a discrimination complaint, or the district determines that it is possible there has been gross misconduct by the original instructor.

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## Workgroup Recommendations

### *To the Academic Senate*

1. Increase faculty knowledge and understanding of Academic Honesty Policy and Reporting Process.

- 1.1. Discussion on sources of A.D. and GWC (Golden West College) process for reporting cases.
- 1.2. Discussion on consequences of A.D. and legal rights of faculty and students.
- 1.3. Encourage faculty to clearly communicate the college's Academic Honesty policy AND the faculty member's classroom policy on their syllabus (syllabus statement on the syllabus checklist and Canvas integration – see suggestions below.)
- 1.4. Develop guidelines on how students may use ChatGPT or similar AI (Artificial Intelligence) websites. (See suggested statement below.)
- 1.5. Update Senate and Library websites as a resource for faculty and students.
- 1.6. Promote the use of resources and tools to check for academic dishonesty.
  - 1.6.1. Academic Senate: <https://www.goldenwestcollege.edu/senate/academic-integrity-guide-faculty/index.html>
  - 1.6.2. Library: <https://goldenwestcollege.libguides.com/academicdishonesty>
  - 1.6.3. Respondus Tools
  - 1.6.4. Turn-it-In Tools
  - 1.6.5. Canvas Logs
  - 1.6.6. ChatGPT0 and other AI checker Tools

**The following can serve as a helpful template for syllabi statements or longer explanations regarding the use of AI in your courses. It is always up to each instructor to determine how and where students can use AI in their courses. It is important to state whether AI usage is allowed at all, and if so, it is helpful to provide guidelines such as these.**

Sample syllabus statement:

While the use of Artificially Intelligent chatbots (such as ChatGPT, hereafter just “AI”) will be permitted to some degree in this course, the two most important things to remember are:

- You **MUST** always cite when and where you have used AI in your work.
- The work you submit, overall, **must be your own, unique work.**

Here is a simple breakdown of what you can and cannot use AI for in this course:

- You **CAN** use AI to
  - give suggestions on how to fix your grammar or make your writing sound better;
  - help you organize your work and give you suggestions on how to answer a question;

- help you create an outline or summary of your work;
- help you do research;
- help you figure out where to expand on your ideas or where your argument is weak;
- You **CANNOT**
  - submit assignments that are primarily written by AI;
  - use AI generated content in any way in the following assignments: <list here; for example, discussion posts>;
  - submit AI generated summaries or outlines as your own;
  - fail to properly cite where and how you used AI.

Extended information that can be placed on Canvas, the syllabus, or elsewhere:

AI is improving every day and will transform how a lot of work, especially writing and education, is done. Turning in an assignment that is primarily, or completely written by an AI, is not doing your own work, and in violation of academic integrity standards.

Because of their very recent rise in popularity, I will be allowing the use of AI in this course according to the following guidelines, which have been generated using the help of ChatGPT. I asked it to generate guidelines for its use in a college course that includes critical thinking and edited what it gave me to help you use it while maintaining academic integrity and critical thinking:

- The use of AI generated content will be allowed on all assignments EXCEPT for <list here>. **You should primarily use AI to help organize your thoughts and writing.** You are highly discouraged from using them in any way for your discussion posts, however, as the primary point of the discussions is for you to get practice writing and thinking on your own.
- Any use of AI writers **MUST** be cited. Include which one you used, when you used it, where you have used it in your assignment, and any other relevant information. Failure to acknowledge when and where you have used them will result in a 0 on the assignment. The ability to resubmit the assignment is at the instructor's discretion.
- Failure to meet the citation requirements in the assignments will result in a 0. This is to ensure that you are doing work on the assignment yourself, as AI cannot do this part of the assignment properly. The ability to resubmit the assignment is at the instructor's discretion.
- AI writers are tools for expanding your understanding but should not be used as a replacement for your own critical thinking and analysis and thus should not be relied upon to do the bulk of an assignment.
- Do not trust AI and do not expect it to give you anything with real substance. You are responsible for your work, and you should double-check anything and everything it gives you.
- Use AI as a starting point for discussion and analysis. Rather than accepting its responses uncritically, use them as a jumping-off point for further exploration and critical thinking. Consider how the responses align with or challenge your existing beliefs and theories.

- Avoid relying solely on AI for answers to open-ended questions. While AI can provide useful insights, they may not be able to fully address the complexity of the issues. Use your own critical thinking skills and additional research to explore these issues in more depth.
- Finally, remember that AI writers are machine learning tools designed to simulate human conversation. They are not a substitute for human interaction or discussion. Always seek out opportunities to engage with your peers and instructors to deepen your understanding of important concepts.

### *To the CIL (Center for Innovation and Learning) (Center for Innovation and Learning)*

1. Develop/offer faculty professional development activities through the CIL/Cornerstone
  - 1.1. Webinars/workshops on best practices for preventing A.D. in all modalities.
  - 1.2. Webinars/workshops to learn best practices of using turn-it-in.
  - 1.3. Webinars/workshops to learn best practices of using ChatGPT or similar A.I. websites.
  - 1.4. Webinars/workshops on integrating authentic assessments and equity-grading.

### *To the Student Services and Student Life*

1. Develop/offer webinars/workshops to various student groups (ASGWC, athletics, nursing, etc.)
  - 1.1. Education on sources of A.D. and consequences.
  - 1.2. Education on what constitutes plagiarism and how to avoid it. (Writing support for English language learners)
2. Provide guidance on where to find information and other resources.
3. Integrate discussion of A.D. when counseling students (student orientations and counseling sessions).

### *To the College Administration*

1. Support the reporting faculty in cases of academic dishonesty following the appropriate Board policies and procedures.
  - 1.1. Communicate with the reporting faculty to clarify the information and collect relevant evidence as needed prior to notifying the student(s).
  - 1.2. Communicate with the reporting faculty on the appropriate disciplinary actions that will be taken per Board policies and procedures.

### *To the DEAC (Distance Education Advisory Committee)*

1. Include Academic Dishonesty Honor Pledge and other useful information such as a quiz/survey on Canvas orientation module for students.

### 1.1 Honor Pledge

The following Honor Pledge will be copied and signed by all students on all examinations: “I affirm that I will not give or receive any unauthorized help on this exam, and that all work will be my own.”

It is recommended that course instructors also require the following wording as a sign-off for other graded assignments:

“I affirm that I have not given or received any unauthorized help on this assignment, and that this work is my own.”

Suggested for group projects, to be signed by each group member:

“I accept responsibility for my role in ensuring the integrity of the work submitted by the group in which I participated.”

Note: Students are responsible for upholding the GWC Academic Honesty Policy whether they are instructed to write and sign a pledge or not.

### 1.2 Sample Canvas Quizzes/Answers:

#### Quiz #1: Policy and Procedures

1. **If you are found responsible for academic dishonesty at GWC, can you be suspended?**  
**Yes.** Suspension is always a punishment for academic dishonesty, especially if the dishonesty is egregious and the student is unwilling to take responsibility for it. However, suspension more typically follows a second offense.
2. **Can you withdraw from a class if you have been accused of academic dishonesty?**  
**No, with two exceptions.** Once a charge of academic dishonesty has been brought, you must remain enrolled in the class unless the case is resolved in one of the following two ways: If you have signed a Warning Letter Form offered by your instructor, you can drop or withdraw from the course once the Instructor Resolution Warning Letter has been approved by the Panel on Academic Honesty. If you are found not responsible through any of the three resolution processes, then you may drop or withdraw from the course.
3. **If you have been caught in an academically dishonest act, can your instructor come to an agreement with you about the consequences for it without reporting the case to the Panel on Academic Honesty?**  
**Yes.** Only if your instructor follows the procedures outlined by the Panel using the Instructor Resolution Warning Letter or Instructor Resolution with Penalty. Instructors can NEVER agree with a student on their own in a case of suspected dishonesty without using these processes or submitting a case to the Panel as a Panel Resolution.

- 4. Once you have completed a course, are you exempt from accusations of academic dishonesty for work submitted to that course?**

No. Academic dishonesty can be reported to the Panel at any time it is discovered, even after a student has graduated.
- 5. Is forging the signature of an instructor or academic advisor on an add/drop form considered academic dishonesty?**

Yes. Forging signatures or falsifying information on official academic documents such as drop/add forms, petitions, letters of permission, “Incomplete” contracts, or any other official College document is a violation of the honesty policy.
- 6. In classes where collaboration on work is allowed, can you be accused of academic dishonesty for work that you shared with a classmate?**

Yes. Always make sure you understand the extent of collaboration your instructor allows, as exceeding what is permitted is a violation. If you are not sure, ask your instructor for clarification.
- 7. Are Panel on Academic Honesty hearings like civil or criminal court procedures, with cross-examination of witnesses, formal rules of evidence, legal technicalities, and loopholes?**

No. You will appear before three faculty members and one to two student representatives and hear the charge against you. You will tell the hearing Panel your side of the story and answer questions from hearing Panel members. The Panel will base its decision of responsibility or exoneration on whether it is more likely than not (i.e., based on a preponderance of evidence) that academic misconduct has occurred.
- 8. If an instructor, staff member, or other College official suspects that you have committed an academically dishonest act, can he or she choose not to report you to the Panel?**

No. The only exception is when an instructor, after meeting with a student, determines that in fact, no violation occurred (in which case the matter can simply be dropped).
- 9. If you are unaware that what you did constitutes academic dishonesty, can you still be found responsible for it?**

Yes. Ignorance of academic dishonesty is not an excuse and will not be considered when determining the responsibility and penalty for your offence.
- 10. If you miss a citation for an idea or phrase from a secondary source but that source is listed in your bibliography, are you still guilty of plagiarism? In other words, is “accidental” plagiarism still plagiarism?**

Yes. You are responsible for correctly citing all ideas, phrases, and passages taken from other authors wherever they occur in your work, even in drafts of your papers. Failure to do so is plagiarism, a violation of the Academic Honesty Policy.
- 11. Can you include comments that your instructor has made in class in a paper you are writing for him/her without citing the instructor as the source?**

No. You must always give credit for the ideas and statements of others, even if you are citing your own instructor’s lectures. Failure to do so is plagiarism, a violation of the Academic Honesty Policy.
- 12. Is most cheating done by students who are struggling to pass?**

No. Many students feel tempted to cheat to keep up their grade point average.

**Quiz #2: Is this dishonest?**

- 1. You are working in a computer lab at a public workstation. You finish your work, save it to your thumb drive and leave, forgetting to delete your work from the workstation. Another student in your class comes along, finds your file, and turns it in as his/her own. Are you responsible for academic dishonesty?**

**Possibly.** Students are responsible for protecting their work from being used dishonestly. If another student makes use of your work even without your knowledge, you may still bear some responsibility for inadvertently helping another student to cheat. Your responsibility or exoneration would depend on how negligent you were about protecting your work. Certainly, if a student goes to great lengths to steal your work despite all reasonable precautions taken by you, you would not be found responsible for aiding a dishonest act. However, you should always keep your work to yourself as much as possible. Lending a friend, a paper so that he can use it as a guide to write his own, for instance, may implicate you in academic dishonesty if your friend uses your ideas, phrases, or passages in his paper, even if you never encouraged him to do so. It is never wise to share your work with others when collaboration is not allowed, and it is a violation of the Academic Honesty Policy to share completed assignments in a form that can be copied.

- 2. You are taking a mid-term in a large lecture room and some notes that you brought with you slide out from under the seat where you had stowed them. Can you be charged with academic dishonesty?**

**Yes.** Improper storage of prohibited notes, course materials, and study aids during an exam such that they are accessible or possible to view is a violation of the Academic Honesty Policy. Always make sure that any notes or study aids that you bring to an exam are safely stowed away in closed bags kept well out of view.

- 3. You ask your instructor if he/she would read a draft of an essay due in a week. Your essay contains paraphrases of secondary sources that you used in your essay but have not marked yet as the ideas of other people. You figure this is okay, since this is a draft of the essay and not the final copy you plan to turn in. Is this considered academic dishonesty?**

**Yes.** You are responsible for correctly citing all ideas, phrases, and passages taken from other authors wherever they occur in your work, even in drafts of your papers. Failure to do so is plagiarism, a violation of the Academic Honesty Policy.

- 4. Your instructor writes you an email stating that he/she believes you may have committed an act of academic dishonesty in his/her class. You panic and withdraw from the course. You are later called before the Panel on Academic Honesty. At the hearing, you are shocked to learn that you have been reinstated in the class. Are you still responsible for finishing the class?**



**Yes, in all instances.** Once a charge of academic dishonesty has been brought, you must remain enrolled in the class unless the case is resolved in one of the following two ways: If you have signed an Instructor Resolution Warning Letter offered by your instructor, you may drop or withdraw from the course once the Warning Letter has been approved by the Panel on Academic Honesty. If you are exonerated by the Panel after a hearing, then you may drop or withdraw from the course. If you withdraw before your case is resolved or after you are found responsible under either the Instructor Resolution with Penalty process or Panel Resolution process, you will be reinstated in the class. No matter how difficult it is to stay in a course in which the professor has accused you of dishonesty, you must continue to attend class and fulfill all class obligations.

- 5. You enroll in a two-credit dance class. Besides learning different kinds of movement, you also must write a five-page essay on a topic assigned by the instructor. You use a lot of material from the internet in your essay and do not have time to cite it properly. You figure this is okay since most of the grade is based on your dance performance. Besides, it is only a two-credit dance class and not a real academic course and the instructor did not say anything about citation. Are you guilty of plagiarism?**

**Yes.** You are responsible for correctly citing all ideas, phrases, and passages taken from other authors wherever they occur in your work, even in drafts of your papers. Failure to do so is plagiarism, a violation of the Academic Honesty Policy.

- 6. You ask a friend, who is a good writer, to look over your paper. He/She is happy to help and finds many awkward phrases and ambiguous assertions, which he/she rewrites for you. He/She even develops a few new arguments to help support your thesis. You are happy because he/she was able to express clearly and persuasively what you had been trying to say all along. Is this academic dishonesty?**

**Yes.** It is a good idea to have others proofread your work to identify mistakes in spelling, punctuation, syntax, and style, unless such proofreading is expressly prohibited. But you are being dishonest for claiming authorship of any content added by your friend. Your instructor will have every right to turn you over to the Panel if she suspects that you received unauthorized aid in fulfilling the assignment.

- 7. You need a permission code to get into a lab section. Your instructor gives you the code, which you share with a friend who wants to be in the same section. Can you be charged with academic dishonesty?**

**Yes.** Sharing permission codes with other students is the same as forging signatures or falsifying information on official academic documents such as drop/add forms, petitions, letters of permission, or any other official College document and is a violation of the Academic Honesty Policy.

- 8. You notice that a paper assignment in your class is just like one you wrote for another class. You change the cover sheet and a few sentences in the introduction and turn it in. This is okay because it is your own work, right?**

**No.** This is called “duplicate submission.” Students must produce original work for all their classes. Turning in an essay written for a different class is dishonest not only because you are misrepresenting it as work done for this class, but also because you have

received a grade and critical input from your former instructor, thus giving you an unfair advantage over your classmates. Many times, however, you can use a former assignment as the basis for a new one. Confer with your instructor, show her the paper, and discuss how you might develop the work in a way that can satisfy class requirements. It is your instructor's decision whether it is appropriate to use work done in a different class for her course.

- 9. Your instructor allows collaboration on homework assignments and encourages study groups but still expects you to do your own work. You and two friends discuss the problem and work through it together. Portions of your final work are identical, but that should be okay since most of the work is your own. Can you be charged with academic dishonesty?**

**Yes.** In classes where collaboration on graded assignments is allowed, you must still do your own work. Always make sure you understand the extent of collaboration your instructor allows. If you are not sure, ask your instructor for clarification. Most instructors do not allow students to turn in identical work or assignments that contain identical work.

- 10. You are shocked to see that you received a failing grade in your literature class. You thought you were doing quite well and had a "B" average for the class. When you contact your instructor to find out why you failed, he/she confronts you with evidence that you plagiarized portions of your last essay. "Any student who plagiarizes in my class, fails," he/she tells you. "No exceptions." Is that the end of the matter?**

**No.** No faculty member can punish you for alleged dishonesty without following the procedures outlined in the Academic Honesty Policy. The instructor can follow the Instructor Resolution with Penalty process by presenting you with evidence of dishonesty, suggesting a penalty, referring you to the Academic Honesty Policy, and allowing you up to 48 hours (about 2 days) to accept the penalty. Or he can turn the case over to the Panel for a hearing in a Panel Resolution. He cannot punish you on his own. In a similar vein, no faculty member can "give you a break" and overlook an instance of academic dishonesty, as all College faculty and staff are obligated to report cases of suspected dishonesty to the Panel.

- 11. A good friend of yours is desperate. He/she is in danger of failing the biology class you are both in. If he/she fails, he/she will be placed on academic probation. He/she knows you are an excellent student and asks you to sit at the next exam in such a way that he can see your answers. It is the only way he/she will pass the class. His/her request makes you uncomfortable, but, since you are not the one copying answers, you figure you will not be charged with academic dishonesty. Are you right?**

**No.** This is called "facilitating academic dishonesty" and includes aiding another person in an act that violates the standards of academic honesty; allowing other students to look at one's own work during an exam or in an assignment where collaboration is not allowed; providing information, material, or assistance to another person in violation of

course, departmental, or College academic honesty policies; and providing false information in connection with any academic honesty inquiry.

- 12. You are in an advanced language class and are stumped trying to write a composition, so you write some sentences in English and use an automatic translation program on the internet to help you out. This is okay, since it is like using a dictionary, and the instructor said dictionaries were allowed. Is that academically honest?**

**No.** Using automatic translation programs is the same as getting a friend to do your work for you and is dishonest.

### **Quiz #3: Online Learning Questions**

- 1. Does the Academic Honesty Policy still apply to classes that are offered in a fully remote/online or hybrid (partly remote/online, partly in-person) format?**

**Yes.** The policy applies to all coursework in AS&E regardless of the modality of the class.

- 2. If my instructor has not explicitly given permission, is it all right for me to record lectures on my phone or laptop and share with a friend who missed class?**

**No.** The academic honesty policy prohibits any recording of lectures or other class or laboratory activities without the permission of the instructor. The policy also restricts which course materials you may share and the circumstances under which sharing is permitted. You may only share course materials (meaning materials created or provided to students by an instructor or TA) on an individual basis for educational purposes (e.g., with another student in the course when working on a group assignment or with a tutor), and only when the instructor has not explicitly prohibited that sharing.

You may never share any material to give or gain unfair advantage. For instance, sharing an answer key provided to you in one semester with students who are taking the same course in a later semester violates the academic honesty policy. Finally, distributing or publishing course material (e.g., posting any material to a website or on social media) for any purpose without the instructor's permission is prohibited.

- 3. If I am asked to show my (picture) ID for a Zoom exam by my instructor, TA, or designated test proctor, can I refuse their request without any adverse consequences?**

**No.** If your instructor has chosen to verify student identities prior to starting a test, refusing to show an official photo ID (such as your college ID, driver's license, or passport) means you could be reported for dishonesty after the test. You could also be reported for non-compliance with reasonable requests from a college official. This ID requirement applies to any proctored quiz, test, or exam held in person or remotely (e.g., through Zoom).

4. **If someone who has already taken an exam shares answers with me before I take the exam, even if I never asked or expected them to do that, could I still be reported for academic dishonesty?**

**Possibly.** If someone ever sends you answers to an assignment or exam, you should not consult or use them and you should alert your instructor to what happened to discuss the incident. Giving and receiving unauthorized assistance both count as violations of the honesty policy. Since this student's actions will make it difficult for your instructor to determine with certainty that you neither gave nor received assistance, your classmate's actions could lead to you being suspected of dishonesty.

You should also consider establishing your own written expectations for working or studying in groups. That way if you decide to prepare for an exam with classmates (often generally encouraged), everyone you study with will know and can follow these rules.

5. **If all my classes are online this semester and I get reported for academic dishonesty, can I declare a class S/F, drop, or withdraw to avoid possible penalties?**

**No.** Depending on how a suspected violation of the policy is reported and resolved, you may still be permitted to drop or declare an F in a course. But you will not be permitted to do so in a way that causes you to avoid a penalty if you are found responsible for violating the policy. Specifically, if an incident in a course is resolved through a Warning Letter, or the incident is reported for panel resolution and the panel finds you not responsible for any violation of the policy, you will still be permitted to drop, withdraw from, or declare an F in the course.

On the other hand, if you are found responsible for a violation of the policy in a course via a Panel Resolution or an Instructor Resolution with Penalty, you will not be permitted to drop, withdraw, or declare S/F in that course. All of this applies whether the course connected with the incident was offered online or in-person.

6. **I am concerned that having classes and exams online will cause more of my classmates to cheat, and that I will be disadvantaged from working honestly and independently. How worried should I be about this?**

**Less worried than you think.** While this concern is understandable, we have not seen any solid evidence from this College or others supporting the idea that students are inherently more likely to be dishonest taking classes and exams online.

NOTE: Please be aware of the implications for privacy and confidentiality associated with each of these reporting channels. For instance, while the liaison does not mention anything you share with the Panel, the Panel chair may need to reveal certain details (including your name, possibly) to investigate or follow up on what you have reported.

7. **My instructor does not record lectures and does not upload slides to Canvas. Could I be reported for violating the honesty policy if I record parts of their lectures, or if I take screenshots of their slides, without asking permission first?**

**Yes.** If you do not obtain permission first (ideally in writing), recording or taking screenshots of lecture slides could be considered unauthorized recording or distribution

of class materials. If your instructors find out, it is possible you could be reported for violating the honesty policy. As students, it is your responsibility to verify each instructor's expectations regarding whether they allow you to record lectures or take screenshots of any materials (like lecture slides). Please, do not assume it is safe to do so unless you have **asked first!**

8. **My instructor uploads their recorded lectures and/or lecture slides to Canvas. Could I be reported for violating the honesty policy if I quote or borrow from their material without fully attributing or citing it?**

**Yes.** It is always safest to fully cite everything that is not your own idea, including course materials such as documents, discussion notes, or lecture recordings. Unless your instructors state in writing that these materials count as common knowledge and do not require citation, signaling that you have used these materials (and following APA, MLA, or some other style guide to cite if that is what your instructors expect) will be the best place to start.

9. **Even if I do not flip through my notes, could it be considered an academic honesty policy violation to have my notebook open and near my laptop during a zoom proctored or take-home exam?**

**Yes.** Unless your exam is open note and your instructor has specified that in writing, the safest thing to do is assume that having any notes open or available during the time of the exam is a violation of your instructor's expectations as well as the academic honesty policy.

Instead of keeping notes accessible, you should give yourself plenty of time to study them before the exam. One method is to use your notes to write potential exam questions and study by attempting to answer them without notes, checking afterward to make sure you did not miss anything.

10. **Is it ever permitted to use Chegg, Slader, or similar sites during an open note or take-home exam?**

**No.** Especially if you are taking classes in a STEM field or a discipline that uses any kind of quantitative or formal reasoning, your instructors have almost certainly listed Chegg as an unauthorized source. While Chegg, Slader, and similar websites advertise themselves as 'homework help,' they are often tools used to find and copy work done by others. Copying does nothing to represent your individual contributions to learning, and it goes against the spirit and the letter of academic honesty.

In general, open note exams allow you to use your own notes and the work *you have* done--they are not an invitation to use all sources, especially sources that are notorious for encouraging copying. You should check with TAs or with instructors well in advance to find out what they consider authorized versus unauthorized sources.

11. **Am I allowed to use artificial intelligence (AI) tools such as ChatGPT to generate text or help summarize readings while doing my academic work?**

**Be careful—it depends.** As of spring 2023, there is no policy about the use of ChatGPT or similar AI tools, but this does not mean use of these tools is without risk. Each instructor will have different expectations according to the learning outcomes of their class, and it will be important for you to verify ahead of time (before turning something in that uses GPT, DALL-E, or similar) what these expectations are.

Even when an instructor permits you to use ChatGPT or similar AI tools, it is always safest to treat their output as content developed by a third party—in which case, you need to cite. Again, your instructors should tell you if they have different expectations (and in case they do not tell you, you need to ask!).

Finally, please remember there are significant privacy and security concerns to using ChatGPT or any other AI tool not vetted through proper College information technology channels.

12. **If I call a friend while taking an asynchronous (not timed) exam, to discuss a question we worked on while studying together, would that be considered academic dishonesty?**

**Almost certainly.** Studying together is different from taking an exam together. Unless your instructor has specified (in writing) that collaboration is expected or permitted on the exam, assume that all work for an exam must be done independently and that calling a friend to work through exam questions is a violation of the honesty policy.

## **General Information**

### **Unfamiliarity with what constitutes academic dishonesty.**

Some students genuinely may not know what constitutes cheating or plagiarism and may not ask the course instructor for clarification. Some instructors may assume students understand the guidelines already. As a result, students can unintentionally commit acts of academic dishonesty. Further, uncertainty about technological issues and, particularly, international students' unfamiliarity with American standards of academic integrity, can also lead to problems involving questions of academic integrity.

It is also important to mention that many students resist committing acts of academic dishonesty for a variety of reasons. These reasons include the recognition of the fact that it is wrong, desire to earn their grades, genuine interest in learning, concern about how they will feel in the long run if they cheat, fear of getting caught and the associated embarrassment and penalties, respect for course instructor and classmates, ability to manage their workload well, and religious beliefs.

### **Causes of Academic Dishonesty**

Literature on academic dishonesty cites several factors that contribute to dishonest academic practices (Whitley & Keith-Spiegel, 2002). Contributing factors include:

- Peer pressure

- Performance anxiety
- Excuse making
- Inability to manage the demands of student life
- Situations that encourage academic dishonesty
- Self-justification habits
- Unfamiliarity with what constitutes academic dishonesty
- Lack of understanding about consequences

### **Peer pressure**

Students can pressure other students to commit acts of academic dishonesty in many ways: pressuring others to work together or split assignments when course policies prohibit collaboration, seeing other students cheat and then joining them, engaging in academic dishonesty as a group and helping friends on assignments or exams when the professor has prohibited collaboration.

### **Performance anxiety**

Anxiety about academic performance can cause some students to cheat in academic activities. Students may cheat to avoid failing a course or receiving a bad grade. Some students may use cheating to cope with poor test-taking skills.

### **Excuse making**

Some students blame their professors for their cheating, complaining that the professors expect too much or are too difficult to understand. Students also may use the excuse that the exams were unfair, or a course was not in their major. Occasionally, students reason that other students are cheating, so they have no alternative but to cheat as well.

### **Inability to manage demands of student life**

One of the most common reasons for academic dishonesty is students' inability to manage the pressures of their social and academic lives. Students who cannot plan and manage their workload and other activities and are usually behind in meeting their deadlines and can at times resort to cheating or plagiarism as an easy solution.

### **Situations that encourage academic dishonesty**

When course policies do not spell out clearly what students can and cannot do, or when an instructor is not careful in enforcing academic integrity standards, some students may use the situation to commit acts of academic dishonesty. If the penalties for violating academic integrity standards are minimal, some students may consider cheating to be worth the risk of being caught.

### **Self-justification habits**

Some students engage in self-talk to justify their actions to themselves, even though those actions may not be appropriate. For example, they justify cheating by telling themselves that they were cheating:

- Only once
- Only in one academic activity
- Because they were sick and could not catch up

- "This particular assignment is not very important"
- "I do not need this particular course for graduation, so it's okay"
- "No one will get hurt by this"
- "I had to help a friend in need"
- "The instructor doesn't really care"
- "Everyone cheats in this class"

## **Everyday Examples of Academic Dishonesty**

### **Plagiarism**

#### **1) Clone - copying material verbatim.**

Josiah has been very busy for the past week and pushed off a ten-page paper due at midnight. He texts his friend who took the class last semester for his old paper. Josiah promptly changes his name at the top and submits it for grading, passing it off as his own.

#### **2) Copying portions of another person's work.**

Maria stumbled upon a research paper that had a chart relating to her project. Being crunched for time, she copied and pasted it into her document, but did not provide an in-text or full citation.

#### **3) Find and replace – replacing words to try to bypass plagiarism detectors.**

Molly did not want to write her research paper but found an essay online that fit the prompt. She used the “find and replace” feature to substitute synonyms for words to try and prevent SafeAssign from detecting plagiarism.

#### **4) Remix – paraphrasing material, in your own words, from multiple sources.**

Tyler is stuck on a sociology paper and decides to Google a summary of what he plans to write. He browses Wikipedia, a research paper he found on Google, and an article pertaining to the topic and decides to rewrite bits and pieces from each source to use in his paper.

#### **5) Mashup – copy and pasting material from multiple sources.**

Steven must write an essay on the history of the Cold War. He finds six different books while researching and concludes that they have summed up the material he needs for the essay. He meticulously takes bits and pieces from each book transitioning between each piece with his own words falsely illustrating individual work.

#### **6) Citing sources incorrectly or fabricating sources.**

Grant is writing a paper for his economics class and struggling to find enough sources to meet the assignment requirements. He concludes that the only way to get the paper done and meet the requirements is to use the information he got from a different source and just create a new, false citation for the information to help him reach the citation requirements for the paper.



**7) Citing an excess of sources to meet a word or page count.**

Jacob is overdue on an essay in his Dance Theory class. He has a rough outline of the work he needs to do and how to organize his essay. To save time and meet his word count, he decides to include a full sentence(s) quote/citation every three sentences. His works cited page is present, accurate, and comprehensive for all his sources. But in doing this, the essay is more than doubled in length.

**8) Mirroring the structure/organization of another essay.**

Elaina has an essay that is due tomorrow. She has done her own research and has her own information, but she does not know how to organize the essay correctly. She finds a paper on the same subject online and copies the exact order of the main points for her own paper. She submits the essay without citing the paper whose organization she copied.

**9) Using past work that is your own (you need professor discretion to do so).**

Mark is writing an essay about a topic he had previously studied in a different class. He decides he has a lot of other work to do, and his last paper was fully original and well-written. He decides he wants to use the paper he previously wrote for this new assignment. Mark should first reach out to the professor and look through the syllabus for the policy rules on this issue. If the professor allows Mark to use the old paper, he should still make sure to develop the paper further, ensure it is all original work, and meets all the guidelines for the new assignment.

*NOTE: You need to check with your professor for their specific policies regarding using past work.*

**10) Using past work that is your own (you need professor discretion to do so).**

Mark is writing an essay about a topic he had previously studied in a different class. He decides he has a lot of other work to do, and his last paper was fully original and well-written. He decides he wants to use the paper he previously wrote for this new assignment. Mark should first reach out to the professor and look through the syllabus for the policy rules on this issue. If the professor allows Mark to use the old paper, he should still make sure to develop the paper further, ensure it is all original work, and meets all the guidelines for the new assignment.

**11) Paying online services or someone else to complete an assignment for you.**

Stephen is stressing out about a paper for his Ag Business class that is due in two days. Stephen is behind on the material and does not think he has enough time to finish the paper and do his other homework. He decides the best option to get the paper done and get a good grade is to pay a friend who took the class last semester to write his paper for him. The friend agrees and writes the paper for Stephen that he then submits for a grade.

## **Coding**

**1) Syntax Similarities:**

Jacob is stuck on step 16 of a coding assignment due the next day. He has his friend Steven over at his dorm helping him and Steven simply takes that step for him. While Steven cannot remember exactly what he did to get past it, what he does do for Jacob's assignment is so similar in syntax that the auto grader flags Jacob's assignment for academic dishonesty.

## **Group Work & Collaboration**

### **1) Excessive Continuity on Assignments**

Sarah must submit an essay on the literary work: War and Peace. She decides to work on portions of the assignment with three other friends. A Google Doc among them is formed for brainstorming ideas. After a while, all the group members simply copy and paste content from the shared Google Docs into each of their individual essays. Despite Sarah having a hand in the conceptualization of this content, it is flagged for academic dishonesty.

## **Traditional Exams**

### **1) Phones**

Phones are prohibited on any exams. If your phone goes off during an exam, then you will be given a 0%. Many professors will make you put your backpack at the front of the room before an exam, and we recommend that you stow away your phone in your bag to ensure it will not be a distraction.

### **2) Open Book Exams**

If your professor classifies that an exam is "Open Book," the only resource you are permitted to use is the book. If you try to use your notes, you risk being reported to the professor. Use your notes only on "Open Note" exams and where otherwise stated.

### **3) Storing Notes in a Calculator**

With the calculators that are often allowed in many classes that have graphing capability, it is also very easy to store information as notes in a section of the calculator and be able to access them quickly and discreetly during the exam. Jorge decided that this was a viable alternative to studying the night before his statistics final, and as he begins to take the exam, he runs across a question that he needs to know how to apply a specific formula. Naturally since he saved his notes to his fancy calculator, he opens it up and begins to work. This is considered academically dishonest behavior.

### **4) Unpermitted Calculators**

Math 162, Calculus 2, is historically a very difficult class at Purdue. Most professors require students to only use a simple four function calculator on exams and homework assignments because more advanced calculators can do more complex work for the students. Diana is really struggling with Calculus 2 and decides to take a graphing calculator into her second exam. She programs in equations and uses the advanced features to finish her exam and gets a very good

grade, but when her professor reviews the exam, they notice that Diana was able to somehow skip steps as if she were using short cuts that have not been taught yet in class. Diana is called into the professor's office, and she is asked if she got an advanced tutor or how she was able to do the steps. She admits that she took in her graphing calculator, and she ends up receiving an F for the entire class.

#### 5) **Taking an Exam for Someone Else**

Alex was very unprepared for his upcoming stats exam. However, his friend, Stephen, passed the class last semester with an A+. Alex asks Stephen to take the exam for him, and Stephen agrees. When Stephen finishes Alex's exam, he goes to turn it in to the professor, and is asked to show his ID. After the professor realizes what has happened, both Alex and Stephen are caught.

### **Non-Traditional Exams**

#### 1) **Locked Down Browsers**

When Claire takes her weekly quizzes for her online EAPS class, they require the Lockdown Browser Software. She proceeds to run the software inside a virtual machine so she can still browse the Internet and other applications for the answers while she takes the quiz.

#### 2) **Open Book & Take-Home Exams**

A professor makes a portion of each exam a take-home section for students to complete in their own time. He permits the use of notes, study materials, the Internet, and even collaboration on this take-home exam. Nathan works on some of the questions but is stuck on two main points. After texting his lab group, several students in the class get together to discuss the difficult problems.

#### 3) **Online Exams**

Steven is taking an online exam that is not an open book or open notes. He has quite a few friends in the class, and they decided to take the exam together so they can talk about each question before submitting the exam. This is academically dishonest collaboration on an exam and has happened at Purdue. All students submitted the exam at the same time and received the same grade, so the professor was able to notice the collaboration. It turned out that over one third of the class took the exam this way and all these students were disciplined for their actions.

### **Online Resources**

#### 1) **Chegg**

Using Chegg dishonestly is very easy to do which is why it is important to understand proper and improper uses of this platform. Looking up answers to homework assignments or accessing the answers to assignments in teacher versions of textbooks is not an appropriate use of the site. While Chegg can be helpful to access textbooks and more practice problems, using this resource

to find assignment answers is considered academic dishonesty because it is a form of copying and plagiarism.

## **2) Intellectual Property**

Joe is working on a philosophy paper and is confused about how to answer the writing prompt for the assignment. He decides that he will just use the audio recording from his professor's lecture to help him answer the prompt. He cannot produce any of his own original thoughts for the paper, so he simply combines a bunch of the professors.

## **3) Discussion Boards**

Posting a single character to get access to other student's posts before posting your own comments to the DB prompt.

Copy and paste from an online source (or other students) with no citation or meaningful contribution to the discussion from your own perspective.

## **Other Violations**

### **1) Receiving, Using or Having Access to Unauthorized Aid:**

Using unauthorized notes or other study aids during an examination; using unauthorized technology during an examination; improper storage of prohibited notes, course materials and study aids during an exam such that they are accessible or possible to view; looking at other students' work during an exam or in an assignment where collaboration is not allowed; attempting to communicate with other students in order to get help during an exam or in an assignment where collaboration is not allowed; obtaining an examination prior to its administration; altering graded work and submitting it for re-grading; allowing another person to do one's work and submitting it as one's own; submitting work done in a class taken at GWC or at another school for credit in another class without the instructor's permission; submitting work done in a prior semester without the instructor's permission, when the student is retaking that course; obstructing or interfering with another student's academic work; undertaking any activity intended to obtain an unfair advantage over other students.

### **2) Giving Unauthorized Aid:**

Aiding another person is an act that violates the standards of academic honesty. Examples include allowing other students to look at one's own work during an exam or in an assignment where collaboration is not allowed; unauthorized editing or revising of another student's work; providing information, material, or assistance to another person in a form that is likely to be used in violation of course, departmental, or college academic honesty policies; failing to take reasonable measures to protect one's work from copying by others.

### **3) Plagiarism:**

Broadly understood as the representation of another person's work as one's own, and/or the use of "someone else's language, ideas, or other original (not common knowledge) material without acknowledging its source."

Most often, the use of an idea or phrase, or the borrowing of some other significant influence from a written, spoken, or visual source should be signaled at the place of use in a work for which the student claims authorship. Expectations to signal others' contributions apply whether the work appears in written, spoken, visual, or in some other form. Similarly, when students submit assignments that build on their own previous work, the expectation remains in effect that they will transparently signal how much of the work is original to the current assignment and how much is drawn from past assignment(s).

Attribution specifics—how, where, and when to appropriately signal the contributions of others—vary according to the discipline, field, or mode of communication. It remains the student's responsibility to ensure that instructors and other audiences know, at any point while reading or grading a student's work, which idea(s) belong to the student, and which belong to other sources (or to their own previous work).

Act(s) of plagiarism will therefore reflect a range of seriousness and a range of intent (or lack thereof). Some examples include, but are not limited to, the following:

- misrepresentation of source material used in a work for which the student claims authorship, as in (1) failing to signal the extent to which sources have influenced the overall organizational structure of a student's work, or (2) starting from paragraphs and sentence patterns devised by someone else and making superficial line edits to incorporate synonyms selected by the student (word by word) edits
- treating as common knowledge material that an instructor expects to be cited, which may include but is not limited to personal communication, information delivered in face-to-face or online lectures, and overreliance on language from course materials like assignment guides or essay instructions;
- submission of work such as laboratory reports, computer programs or coding, journals, reflections, or other types of papers, which have been copied from work done by other students, either in whole or in part, with or without these students' knowledge or consent;
- submission of work such as laboratory reports, computer programs or coding, journals, reflections, or other types of papers, which have been copied from comments made by instructors or instructor-created materials, as when a student includes parts of a group project or borrows from assignment instructions to create professional profiles via online platforms like GitHub, without obtaining written permission to do so in advance;
- submission of work that duplicates or borrows from assignments the student has turned in previously, whether earlier in the same semester or previous semesters, when instructors expected original work (known as double submission or "self-plagiarism," this action varies in severity depending on the specific context of a course or assignment);
- use of papers and projects that are purchased or otherwise bartered for and turned in as the student's own work (known as "contract cheating," and always taken very seriously).

Students can avoid the suspicion of plagiarism in written papers, oral presentations, and other coursework by clearly indicating the source of any idea, wording, or visual reference they did not produce themselves, either in footnotes or within the paper, presentation, or other work. Indication may be given in a list of references (such as works cited page or bibliography), or in

some other form of attribution relevant to the genre, discipline, or professional setting, as expected/agreed upon by the instructor(s) who assign and assess the work. Sources must be given regardless of whether the idea, phrase or other material is quoted directly, paraphrased, or summarized in the student's own words. Direct quotes must always be placed in quotation marks in addition to the other citation information that is required.

Genre-, field-, and discipline-specific attribution expectations may vary. As responsible, contributing members of the academic community, students are expected to know and adhere to all rules established in AS&E's Academic Honesty policy, as well as any additional rules communicated by instructors regarding completion of academic coursework.

#### **4) Misconduct in Group Projects:**

Failure to adhere to the academic honesty guidelines and expectations established by the course instructor.

#### **5) Fabrication and Falsification:**

Falsifying or inventing any information, citation, text, or data; using improper methods of collecting or generating data and presenting them as legitimate; misrepresenting one's qualifications or one's status in the College, as in an application for a fellowship or employment on campus or externally.

Forging signatures or falsifying information on official documents for academic gain. Examples include drop/add forms, incomplete forms, petitions, letters of permission, applications for positions or awards in the College, course attendance sheets, email communications and physician's notes.

#### **6) Denying Others Access to Information or Material:**

Any act that deliberately hinders the use of or access to library or course materials. Examples include: the removal of pages from books or journals or reserve materials; the removal of books from libraries without formally checking out the items; the intentional hiding of library materials; the refusal to return reserve readings to the library.

#### **7) Unauthorized Recording, Distribution or Publication of Course-Related Materials:**

Students may not audio or video record class lectures or other classroom or laboratory activities without the instructor's permission.

The sharing of course materials on an individual level for educational purposes (e.g., working with groups or with a tutor) is permitted, if it has not been prohibited by the instructor. Students may not publish, distribute, or sell--electronically or otherwise--any course materials that the instructor has developed in any course of instruction in the College (e.g., presentation slides, lecture aids, video or audio recordings of lectures, and exams) without the explicit permission of the instructor. The sharing or distribution of course materials for purposes of giving or gaining unfair advantage in a course is prohibited. Students must further respect the copyright protection requirements for materials available for instructional purposes.

## 8) Misuse of a Student's Username and Password:

The username given to students and the password that they set authorize student access to course materials through Canvas or other password-protected sites. Students are responsible for protecting their access to these materials, many of which are copyrighted. It is a violation of the College Information Technology Policy and the Academic Honesty Policy to allow unauthorized access to protected materials by the sharing of any usernames and passwords.

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### References:

- GWC Academic Integrity Survey Results: [Fall 2022 Academic Integrity Survey Report.pdf](#)
- CCCD (Coast Community College District) Policies/Procedures: BP/AP 5500 – Student Code of Conduct
- ASCCC (Academic Senate for California Community Colleges) adopted paper, 2007: [academic-integrity-2007\\_0.pdf](#)
- Northern Illinois College: <https://www.niu.edu/academic-integrity/index.shtml>
- Purdue College: <https://www.purdue.edu/odos/osrr/honor-pledge/examples.html>
- University of Rochester: <http://www.rochester.edu/college/honesty/index.html>