

## ACADEMIC INTEGRITY

### SECTION ONE: PURPOSE AND ALIGNMENT

#### 1.01 Purpose

To describe procedures for addressing allegations of academic integrity violations

#### 1.02 Alignment

Allegations of academic integrity violations involve College personnel and procedures other than those described in FLB Local “Student Conduct.”

### SECTION TWO: DEFINITIONS

#### 2.01 Cheating

Cheating is the act of using unauthorized materials or receiving unauthorized assistance during an examination or any other academic exercise. Examples of cheating include: copying the work of another student during an examination or any other academic exercise, or permitting another student to copy one’s work; taking an examination for another student, allowing another student to take one’s examination, or facilitating this behavior among other students; possessing unauthorized notes, study sheets, examinations, or other materials during an examination or other academic exercise; collaborating with another student during an academic exercise without the instructor’s consent; falsifying examination results; or otherwise acquiring or submitting as one’s work any research paper or writing assignment prepared by another individual or firm.

#### 2.02 Plagiarism

Plagiarism is defined as the use of another’s ideas or words without appropriate acknowledgment. Examples of plagiarism include: failing to use quotation marks when directly quoting from a source; failing to provide appropriate citation when using distinctive ideas from a source, including websites, message boards, or the social media accounts of others; and fabricating or inventing sources.

#### 2.03 Self Plagiarism

Submitting an assignment for which the student has already submitted and received credit shall not be submitted for credit in another course.

#### 2.04 Unauthorized Possession or Disposition of Academic Materials

Unauthorized possession or disposition of academic materials may include: selling or purchasing examinations, papers, reports, or other academic work; taking another student’s academic work without permission; possessing examinations, papers, reports, or other materials not released by an instructor.

#### 2.05 Use of Artificial Intelligence (AI): Generative Artificial Intelligence

(AI) tools must not be used to complete course assignments (e.g., entering exam or assignment questions, writing prompts, etc.) unless explicitly authorized by the instructor. These tools may only be utilized with the clear and explicit permission of each individual

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instructor and only in the manner specified by them. Students who are uncertain about the policies regarding the use of generative AI tools are strongly encouraged to seek clarification from their instructors. The unauthorized use of AI tools to complete course assignments constitutes a violation of academic integrity.

## **2.06 Falsification**

Falsification occurs when individuals make false statements that mislead others.

Examples of falsification include but are not limited to:

- Falsification of an excuse for an absence from a course requirement such as an exam or assignment.
- The creation of false or misleading citation
- Manipulation or falsification of data for an academic assignment

## **2.07 Unapproved Collaboration**

Unless expressly permitted by the course instructor, students shall not engage in collaboration on graded assignments.

# **SECTION THREE: ACADEMIC INTEGRITY**

## **3.01 Academic Integrity and Academic Mission Fulfillment**

A college's intellectual reputation depends on maintaining the highest standards of academic integrity and honesty. Commitment to those standards is the responsibility of every Angelina College student, instructor, and staff member. The College requires complete honesty from each student in all phases of coursework. Breaches of academic integrity and honesty include cheating, plagiarism, and the unauthorized possession or disposition of academic materials.

## **3.02 Procedure**

See Exhibit FLBF: Academic Integrity Flowchart. When an instructor suspects or witnesses a violation of academic integrity, or receives a report of an alleged violation, the instructor shall notify their school dean and meet individually with the accused student(s) to discuss the allegations and review the supporting evidence. Within five (5) business days following the meeting the instructor will send a written notification to the student. If the instructor determines that an academic integrity violation has occurred, the instructor will submit a Roadrunner Referral for an Academic Integrity issue and assess a grade penalty.

A student may not withdraw from the College or the course in which the integrity violation is alleged to have taken place during the disciplinary review process.

## **3.03 Penalties**

All disciplinary actions described in policy FLB Local may be assigned for violations of this regulation.

### **3.04 Student Appeal**

If a student disagrees with the instructor's decision, the students shall submit an appeal in writing to the instructor's dean within five (5) business days of the notification from the instructor. The school dean will review the violation with Student Affairs. Student Affairs will assign the appeal investigation to a dean from one of the other three schools. The appointed dean will investigate the appeal and submit written notification of their findings to the student, the instructor, Student Affairs, and the instructor's dean within five (5) business days following the appeal.

### **3.05 Final Appeal**

If the student's appeal is denied by the investigating dean and the student chooses to appeal the decision, the student shall submit an appeal in writing to the Office of Student Affairs within five (5) business days. Upon receipt of the appeal, Student Affairs will convene the Student Conduct Panel to conduct a hearing within five (5) business days of receipt of the student's appeal. The panel will send a notification of their findings within five (5) business days to the student, the school dean, the investigating dean, and Student Affairs. The decision of the panel is final.

### **3.06 Appeals of Final Course Grades**

A student may appeal their final course grade using the Student Complaint and Appeals form, in keeping with EGA Regulation. If an investigation of academic dishonesty under FLBF was previously conducted for the student in the same course, the final course grade appeal will automatically begin with Level 3 in the process defined in EGA

The Vice President of Academic Affairs and the Executive Director of Student Affairs are responsible for reviewing and updating this policy. Policy reviews are made in accordance with the Office of Institutional Effectiveness Policy Tracking document.

