BERKELEY COLLEGE ACADEMIC INTEGRITY POLICY

PURPOSE

Berkeley College is committed to providing an educational experience and culture that fosters and maintains a high level of ethics, honesty, and transparency. These qualities are essential for classrooms where students and faculty act with integrity and form trusting relationships. The College expects students to act in accordance with the ethical standards set by the instructors and the syllabi, and to communicate questions and concerns in a transparent manner. Students are expected to act with honesty and integrity, not only accurately representing their own competencies but supporting a fair and equitable classroom. This commitment to honesty and integrity is highlighted in this College Policy, which defines the types of conduct that violate the standards of academic integrity and provides a range of sanctions for such violations. The goal of this policy is to set up short- and long-term guidance for faculty and students across disciplines, while also respecting academic autonomy and differences in context.

SCOPE

This Policy applies to all Berkeley College students and Faculty.

PROCESS

This Academic Integrity Policy is a living document that will be revised as (1) issues arise and (2) technology advances. Every year, the Artificial Intelligence and Academic Integrity Committee will review the policy and suggest revisions based on how different forms of Artificial Intelligence (including assistive, generative, and analytical uses) develops.

A. PROHIBITED CONDUCT

Violations of academic integrity - including all forms of cheating, plagiarism and deception as defined below - will not be tolerated at Berkeley College. While the examples below contain some criteria for academic dishonesty, they are by no means exhaustive.

DEFINITIONS

Incidents or violations of Academic Integrity include:

Cheating

Cheating is any deceitful or fraudulent attempt to evade rules, standards, and practices to gain an unfair advantage - whether done orally, in writing, or digitally. Examples of cheating include, but are not limited to, the following:

Examples:

- Getting or giving unauthorized help (without explicit permission from the professor) on an assessment, such as a presentation, project, mock-up, written plan, clinical exercise, paper, exam or quiz (whether oral, written or digital) or other academic activity, such as a discussion, homework assignment or practice exercise (whether oral, written or digital). This unapproved help includes (but is not limited to) assistance from a family member, a friend, another student, an Artificial Intelligence (AI program), or other measures that might jeopardize classroom equity and fairness.
- Receiving or attempting to obtain unauthorized help on an assessment or other academic activity in a way that misrepresents your abilities or competencies, or submitting someone else's work as your own. Getting assistance from Berkeley College's Center for Academic Success (CAS) is permitted, as a general rule.
- Using unauthorized materials during an assessment or other academic activity, such as a textbook, notebook, calculator, computer, or cellular phone.
- Preparing materials, such as copies of assessment items, topic item lists, etc. prior to, during or following the administration of an assessment. What is allowable during an exam is up to the faculty member.
- Obtaining exam/quiz questions or exam/quiz answers from online or in print.
- Giving exam/quiz questions or exam/quiz answers to other students online or in print.
- Reporting data, which were not actually collected or performed (e.g., fabrication of histories and physical examinations, clinical experiences, procedures, scholarly research, work performed during an internship, surveys, etc.).
- Taking any intellectual property without specific permission from the rightful owner of such property, or in such a way that violates the program's policies governing intellectual property.
- Submission of any assignment as original without proper attribution to sources via footnotes, endnotes, or similar documentation.

Plagiarism

Plagiarism refers to representing someone else's work or ideas as one's own and occurs when appropriate credit is not given to the original source. Note that plagiarism can be intentional, as well as unintentional. Original sources refer to published material; both printed and electronically accessed online (or through utilization of AI). Examples of plagiarism include, but are not limited to, the following:

Examples:

- Copying another's assignments and presenting them as one's own.

- Copying any passages from another source in print, online, or AI program.
- Copying work and minimally altering/changing some words to evade plagiarism software programs (Rogeting).
- Failing to indicate the source of direct and indirect quotations (an author's exact words or paraphrasing/summarizing the material).
- Failing to include a bibliography/works cited for sources used. Paying for and/or submitting work that was written or prepared, in whole or in part, by another person either on campus or off-campus, including Internet sites.

Deception

Deception encompasses any activity where a student has been found to intentionally or unintentionally misrepresent themselves, their work, or the work of others. Acts of deception include intentionally or unintentionally submitting work completed by another person or AI program as their own, or aiding others in their attempts to misrepresent their abilities. Examples of deception include, but are not limited to the following:

Examples:
- Providing another person, company, or AI program with your login access credentials to complete any aspect of a student's coursework.
- Logging in to another individual's course to submit coursework.
- Working on or attempting to complete an exam, quiz, project, presentation or other assessment or any coursework for another person.
- Allowing another to contribute any work on an assessment or complete a learning activity.
- Inventing or falsifying sources including the invention or falsification of any sources from the use of an AI program.
- Lying to an instructor or other college official regarding academic matters.
- Aiding another student in deception, plagiarism, or cheating.

B. STUDENT RESPONSIBILITIES

All students are responsible for knowing and adhering to the academic integrity standards set forth in this Policy. Students are encouraged to alert the College if they believe another student is in violation of this policy and/or if they are approached by someone outside the College with an offer to help with their coursework.

C. FACULTY RESPONSIBILITIES

Faculty members have an obligation to educate students about the standards of academic integrity set forth in this Policy, and to address intentional or unintentional violations of these standards. Faculty are also obligated to report instances of academic integrity violations. Violations are recorded and subject to review by the department chair, the relevant school dean, the associate

provost and the Faculty Senate for determination of the appropriate sanction for the student's violation of this academic integrity policy.

D. PROCEDURES

The College has adopted the following procedures to implement this Policy:

<u>Violations Discovered by Faculty Members:</u>

1. A faculty member who suspects an academic integrity violation shall contact the student in question to discuss the situation, giving the student an opportunity to explain and/or defend himself/herself and present evidence if he/she has any. In academic integrity matters concerning the suspected misuse of AI, a faculty member may not assert AI detection as direct evidence of a violation (until further notice). AI detection programs are currently not reliable enough to bring disciplinary charges against a student, without other corroborating evidence. In the absence of direct evidence, a faculty member should use the discussion to probe the student's comprehension of the material and their comprehension of the wording, phrasing, development, and structure of their own submission. The faculty member should gauge whether the student engaged in a legitimate intellectual process to arrive at the work submitted and whether the student is able to demonstrate proficiency regarding the assignment learning objectives independently from the work submitted. In addition to assessing the student's comprehension, faculty members may use this discussion as a chance to encourage reflection on academic integrity. This could include questions that help students consider the value of their own voice, how integrity shapes their personal and academic growth, and how their work reflects their learning. While not required, asking students academic integrity reflection questions can help them develop a deeper understanding of why integrity matters beyond just meeting academic requirements.
2. The faculty member should use a combination of factors to establish a "reasonable belief" of whether the student violated Academic Integrity Policy. These factors may include (but are not limited to): the follow-up meeting with a student, TurnitIn's AI Detector (if used), the student's other submitted work, and the faculty member's disciplinary knowledge. If, after the conversation with the student, the faculty member has a reasonable belief that the student willfully and knowingly violated this Policy and has misrepresented their ability to fulfill class objectives, the faculty member shall submit the Academic Integrity Violation Report eform to report the violation. Thie report should be utilized to determine if prior incidents have been reported.
3. After submission, the student receives a copy of the Academic Integrity Violation Report via email.
4. If this is the student's first violation, the faculty member shall decide the appropriate sanction or penalty.
5. If this is the student's second violation, the faculty member, in conjunction with their chair or director, shall decide on the appropriate sanction or penalty.

6. If this is the student's third or subsequent violation, the dean or associate provost, as appropriate, shall decide on the appropriate sanction or penalty after consulting with the chair/director and/or faculty member.

7. The dean, associate provost, or designee shall attempt to communicate the decision/sanction to the student orally, and then follow up with a written communication to the student's Berkeley College email address, providing a basis for the decision and the sanction.

8. Students shall have the right to appeal the following sanctions: receiving a failing grade for the impacted course(s) - which can be appealed pursuant to the *College Grade Appeal Policy* – or a suspension, dismissal, or degree or certificate revocation. The written communication referenced in #7 above shall include the appeals process that the student shall follow.

9. Determinations made as to violations of this Policy and resulting sanctions, including suspension, dismissal, or degree or certificate revocation, will only be overturned or modified on appeal to the extent that (i) the determination is arbitrary, based upon a misunderstanding or misstatement of material facts, or not reasonably supported by the evidence; (ii) serious procedural errors undermined the integrity of the process; or (iii) the interests of justice require that the determination be modified or overturned.

<u>Violations Discovered by Information Systems (IS) or Others Involving Alleged Violations of the College Electronic Information Policy:</u>

1. IS shall suspend the account of the student in question pending investigation of the matter.

2. IS shall forward its Report containing details supporting the violation, and any other supporting documentation, to the appropriate dean or associate provost for review.

3. The Dean, Associate Provost, or designee shall notify the student about the suspended account, and shall discuss the matter with the student, giving the student an opportunity to explain and/or defend himself/herself and present evidence if he/she has any.

4. If, after the conversation, the dean or associate provost has a reasonable belief that this Policy has been violated, he/she shall alert the chair and faculty as appropriate.

5. The dean, associate provost, or designee shall submit the Academic Integrity Violation Report.

6. Once the Academic Integrity Violation Report has been submitted, the Report, all relevant materials, supporting documentation, student evidence, if any, etc. are sent to the Faculty Senate Academic Integrity Committee for review. Based on its review, the Committee shall make a determination as to whether the Policy was violated, based on a preponderance of the evidence. If the Committee determines there was a Policy violation, the Committee shall also determine the appropriate sanction.

7. The dean, associate provost, or designee shall attempt to communicate the decision/sanction to the student orally, and then follow up with a written communication to the student, providing a basis for the decision and the sanction.

8. Students shall have the right to appeal the following sanctions: receiving a failing grade for the impacted course(s) - which can be appealed pursuant to the College Grade Appeal Policy – or a suspension, dismissal, or degree or certificate revocation. The written letter referenced in #7 above shall include the appeals process that the student shall follow.

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E. SANCTIONS & PENALTIES

Any breach of academic integrity is a serious offense that will result in disciplinary consequences. Violations of academic integrity are formally reported and become a part of a student's record. Berkeley College maintains a permanent database of these academic integrity violation reports. Sanctions for academic integrity violations may include, but are not limited to, a written warning, a reflection paper or other educational sanction, grade reduction, receiving a failing grade for the impacted course, suspension, dismissal, or degree or certificate revocation. This list of sanctions is not exhaustive. Sanctions and penalties are subject to escalation for those students who are repeat offenders of this Academic Integrity Policy.