POLICY

Ocean County College values academic integrity which is the exemplification of honesty, and excellence for students to govern themselves to uphold the college’s standards in all scholastic dealings. Students have a social responsibility to preserve the academic principles and ensure that the highest educational standards are sustained for the College community.

All students of the Ocean County College community are responsible for their conduct and for the truthful representation of their individual or group work submissions which may include content and material used in preparing documents and assessments, data, scholarly or creative works, research project data and findings, or other academic, research exercises.

Students are responsible for the complete, accurate, specific, and truthful acknowledgement of the work of others, including, but not limited to, their words, ideas, phrases, sentences, or data, which include written or non-written sources.

The College may verify the identity of students when course material and assessments are being conducted entirely online or administered at the Testing Center. Students are responsible for the truthful representation of their identity to Ocean County College by ensuring that all communication, homework, and assessment submissions that occur in association with their registered name at the College have originated from no person other than the student with this name. Students are prohibited from sharing their Ocean County College login and password.

All students utilizing technology to take a required quiz or exam may be subject to online proctoring to maintain the integrity of the testing process.

In distance learning courses, Virtual Private Networks (VPNs) may not be used to mask a student’s IP location. Accessing the College’s network through a VPN can possibly compromise College security.

Violations of Academic Integrity include four categories: Cheating, Plagiarism, Fabrication, and Academic Misconduct.

- Cheating. Cheating is an act of deception by which a student misrepresents their effort or mastery of academic concepts through a dishonest submission of course assignments or assessments.

- Plagiarism. Plagiarism occurs when a student represents someone else’s words, ideas, phrases, sentences, or data as one’s own work. Copying or paraphrasing text or images without acknowledging the source, for instance, is plagiarism.

- Fabrication. Fabrication refers to the use of invented information or the falsification of creative or scholarly works, research, its findings or other results. Listing sources in a bibliography or other report that were not used in the paper or project is an example of fabrication.

- Academic Misconduct. Academic misconduct is any other act of academic dishonesty that does not specifically fall in one of the above categories. Academic misconduct includes assisting another to commit any act of academic dishonesty. Also, included is the facilitation of violations of academic integrity and/or the falsification of identity. Students may not share OCC homework and/or assessment questions, answers, or assignments.
Whenever the values of academic integrity are violated, sanctions and discipline are required actions. The College has the right and privilege to consider other academic integrity violations as necessary, and to impose sanctions upon those who compromise the College's academic values.

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PROCEDURE

1. An act of academic dishonesty will be reported by the Instructor via the online Incident Reporting Form within 48 hours of discovery. Upon submission, the online incident report is forwarded to the Dean, or designee.

2. The Dean or designee will review the charge, and will place the student in the appropriate Level based on the seriousness of the act and any supporting information.

   **Level One Violation:** Minor Act(s) of Academic Dishonesty that occur when the student’s action may be the result of inexperience. The Level One violation is considered a minor academic issue.

   **Sanction:** A grade of “0” for the assignment, and/or the completion of a workshop on Academic Dishonesty.

   **Level Two Violation:** Serious and/or Repeated Act(s) of Academic Dishonesty occur when the student’s actions cannot be dismissed as a result of inexperience.

   **Sanction:** A grade of “0” on the assignment and a grade of “F” in the course, and/or Administrative withdrawal from the course.

   **Level Three Violation:** Egregious Acts of Academic Dishonesty are the most serious breaches.

   **Sanction:** Administrative withdrawal from all courses and/or suspension from the College.

3. The Dean or designee will notify the student and the instructor via the online clearinghouse of the charge and its sanction within 7 days. A copy of Policy #5180 will be attached. This notification letter will be sent to the student’s OCC email, and/or through US postal mail.

4. The student will have 7 days from the date of the notification letter to appeal the charge of academic dishonesty. If there is no contact from the student, then the charge and its sanction are recorded in the clearinghouse.

5. If the student requests to appeal the charge, a meeting or conference call will be held at the discretion of the clearinghouse administrator, or designee, within 14 days of the appeal request. Appeals for students in distance learning classes occur via remote conferencing software.

6. Within 48 hours of the determination of the appeal, the clearinghouse administrator, or designee, will notify the student of the outcome of the appeal.

Additional sanctions and/or disciplinary measures may be imposed by the Director of Program Compliance. See Policy # 5247 Student Discipline.
Academic Dishonesty includes but is not limited to the following:

A. Cheating is the use (or attempted use) of materials, information, study aids, devices or communications during or related to an academic exercise. Examples of cheating include but are not limited to:
   a) Unauthorized collaboration on an assignment, test, quiz, discussion board, or other means of assessment.
   b) Facilitating the cheating of others, which includes but is not limited to submitting work on behalf another student, sharing homework answers or essays, uploading homework answers or essays to the Web, replicating ideas and work during an examination, or allowing other students to access or copy your work.
   c) Using reference tools during an examination unless written permission is obtained to do so.
   d) Changing (or attempting to change) a record or assessment maintained by the college.
   e) Submitting any work to more than one course without obtaining permission from each instructor.
   f) Falsifying the author, times, or dates of any materials created for courses.
   g) Engaging any person or service to complete course work or assessments for you.
   h) Manufacturing data (in whole or in part).
   i) Misrepresenting data (in whole or in part).
   j) Submitting work as your own that was not created by you.
   k) Unapproved use of electronic devices such as phones, tablets, computers or other technologies during examinations.
   l) Use of a VPN while accessing or completing work within online courses or their integrated software.

B. Plagiarism is falsely offering ideas, research, or writings as original work. Examples of plagiarism include but are not limited to:
   a) Replication of another person’s words or images without attributing credit to their source.
   b) Presentation of another person’s ideas as your own without acknowledging the source.
   c) Failure to reveal collaborators on work.
   d) Utilization of persons other than the student to create any portion of an assignment or assessment.

C. Obtaining Unfair Advantage is any and all activities engaged in by a student or a group of students that attempts to create an unfair advantage in work over other students. Examples of obtaining unfair advantage include but are not limited to:
   a) Theft, duplication, exchange, or purchase of instructor resources.
   b) Depriving other students of access to study materials by theft, damage, or concealment of them.
   c) Utilizing examination materials not authorized by the course instructor or the college administration.
   d) Purposefully hindering or interfering with another student’s work.
   e) Attempting to access any part of the institution’s technology without permission. This includes “hacking” account passwords and logins.

D. Falsification of Records and Official Documents. Examples include but are not limited to:
   a) Forging signatures.
b) Misrepresenting information on an official academic record.
c) Falsifying anything on an official document such as a grade report, letter of permission, drop/add form, ID card, transcript or other college document.
d) Allowing/Acquiring a person or agent to represent themselves as you online or for assessments taken outside of the classroom.
e) Representing yourself as another member of the college community.
f) Supplying any person or agent with your Ocean County College login and/or password.
g) Furnishing any person or agent with use of your student ID.