

<p>Allegany College of Maryland <b>ACADEMIC INTEGRITY POLICY</b></p>
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Adopted date 07/01/2025  
Revised Date (if applicable)  
Approved by Board of Trustees 06/16/2025  
Implementation Date 07/01/2025  
Type of Policy: Optional

## **BACKGROUND AND PURPOSE**

Creating a culture of integrity and respect is at the core of a successful academic community. Allegany College of Maryland is dedicated to upholding ethical standards among students, faculty, and staff. Learning is the most important goal, and dishonest behaviors, such as cheating, undermine the rights of every individual to achieve that goal. With a collegewide commitment to honesty, trust, respect, and responsibility, learning at ACM maintains value and credibility.

## **POLICY**

### **I. SCOPE OF THE POLICY**

To create a culture of academic integrity, members of the College must accept their individual duties and be held accountable to themselves and to each other.

#### **Faculty members will**

- explicitly prohibit cheating and/or reference that this policy will apply to the course from registration through grade finality;
- clearly communicate course expectations in the syllabus;
- outline and describe collaborative work and appropriate electronic or artificial intelligence tools;
- periodically review with students what constitutes plagiarism/cheating and consequences;
- minimize opportunities for cheating through assignment and test design;
- provide honest and valuable feedback;
- seek out conversations with students who are struggling to meet academic integrity expectations;
- champion fairness and impartiality.

#### **Students will**

- meet academic expectations;
- actively engage in their own learning;
- reject academic dishonesty;
- seek out assistance when needed, including asking for clarification *before* the use of electronic or artificial intelligence tools;
- submit original, authentic work.

### **II. POLICY STATEMENT**

Academic dishonesty impedes authentic learning. This policy is designed to promote a culture of integrity, fairness, and responsibility among all members of the College. By keeping learning at the center, the policy affords many opportunities for reflection and growth to support students in navigating ethical dilemmas and developing the necessary skills to uphold academic integrity throughout their educational experiences.

#### **Definitions**

Cheating is defined as an act of conscious deception done in order to obtain an undeserved grade; or the aiding or abetting of deception in order to obtain an undeserved grade.

Examples of Cheating:

1. Cheating on an exam, either through electronic mediums, collaboration with other students, or notes, books, and/or crib sheets not sanctioned by the instructor;
2. obtaining information for use in a test, assignment, project, etc. by deceit or unauthorized means (using books with answers or teacher's guides; using unauthorized screenshots and photographs);
3. exchanging information or copying from another's work during examinations or assignments;
4. collaborating with others on assignments unless sanctioned by the instructor;
5. plagiarism: submitting, as one's own work, work or parts of work actually created by another;
  - a. the inclusion in one's own work of a passage, graphs, charts, videos, sounds, or images created by another person without giving due credit; i.e., quoting or paraphrasing without proper citation of source;
  - b. buying a written document or projects in part or in whole to submit as one's own assignment;
  - c. generating an assignment in part or in whole using artificial intelligence tools that are not sanctioned by the instructor to submit as one's own assignment;
  - d. presenting data from another person's work without giving credit or citing source;
6. fabricating data and/or sources in one's work;
7. submitting work previously presented in another course unless sanctioned by the instructor;
8. using electronic tools or devices that are not sanctioned by the instructor; e.g., using translation devices in a foreign language course; using mathematics problem-solvers such as Photomath; using generative AI in Photoshop;
9. using personal technology devices to facilitate cheating;
10. knowingly and intentionally assisting another student in any of the above, including assistance in an arrangement whereby any work, classroom performance, examination or other activity is submitted or performed by a person other than the student enrolled in the course;

### **III. Artificial Intelligence**

Allegheny College of Maryland recognizes the complexity of the use of artificial intelligence tools in higher education. Large language models, such as ChatGPT, can support humans in the completion of many tasks. However, these models are unreliable and ethically problematic without careful human supervision. Instructors at ACM may choose to utilize artificial intelligence tools in their courses to guide students in the ethical and accurate use of generative artificial intelligence. Other instructors may choose to prohibit the use of generative artificial intelligence in their courses altogether. As with other types of cheating, defined above, faculty and students have a responsibility to communicate clearly and be accountable for the use of artificial intelligence tools in the classroom. AI Use statements are included in all syllabi.

### **IV. Administration of Policy**

Academic integrity violations often stem from misunderstandings, pressure, or a lack of knowledge about academic expectations and, therefore, should be addressed as learning experiences through which students can develop the skills and understanding needed to uphold integrity in the future. If cheating and/or plagiarism occurs or is believed to occur, instructors have the discretion to determine the most appropriate sanction and will follow the Academic Integrity Infraction Procedures which highlight educational responses to academic integrity violations as well as sanctions for repeated or more severe instances of academic dishonesty.

### **STUDENT RIGHTS**

If an instructor completes the Academic Integrity Violation Form, students will receive a copy.

Students have the right to pursue Academic Grievance Procedure (see Academic Grievance Procedures) should they have a concern with an instructor's determination of an academic integrity violation.

**V. Changes**

Substantive changes to this policy require approval by the Board of Trustees; editorial changes, title/position changes, and/or changes to its implementation procedures may be made as required by federal or state mandate and/or institutional need with timely notice to students and employees.