

# J-114 ACADEMIC INTEGRITY

## **POLICY**

Academic integrity is submitting one's own work and properly acknowledging the contributions of others. Any violation of this principle constitutes academic dishonesty and is liable to result in a failing grade and disciplinary action. Gateway places the highest value on delivery a quality learning experience for all students. The learning experience requires trust between faculty and students, and adherence to standards of academic honesty and integrity. To avoid academic misconduct, it is important that students understand how it is defined and what is expected of students. It is also important that students know their rights when an allegation of academic misconduct is made. Every member of the college community has the right to expect that all students will be graded fairly, and every member of the college community has rights of due process if accused of academic misconduct.

**Academic Misconduct includes but is not limited to:** (These definitions apply to all academic work, including but not limited to all exams, essays, homework, performances, computer programs, projects, labs, tutoring, and the like.)

1. A student seeks to claim credit for the work or efforts of another without authorization or citation, i.e., plagiarism;
2. A student uses unauthorized materials (notes, calculators, etc.) in any academic exercise;
3. A student forges or falsifies academic documents or records;
4. A student provides examination questions or answers to another person or accepts examination questions or answers from another person;
5. A student copies the academic work of another student;
6. A student intentionally impedes or damages the academic work of another;
7. A student engages in conduct that misrepresents a student's academic performance;
8. A student assists another student in any of the acts described in this section; or,
9. Any member of the college community assists or collaborates with a student in any of the acts described in this section.

## **Use of Artificial Intelligence (AI)**

At Gateway, we acknowledge the growing use of Artificial Intelligence (AI) in various fields and for general use. While we encourage faculty and students to explore AI, we require that they adhere to this policy on the ethical use of this emerging technology.

1. Students must cite AI or include a note explaining how much and in what ways their work was AI-generated. For a formal citation, use the following format: AI Tool Name. (YYYY, Month DD of query). "Text of your query." Generated using AI. [www.AI.tool.url.com](http://www.AI.tool.url.com)
2. Students must check any AI content for accuracy and bias. Students are responsible for any inaccurate or biased information.
3. Students are responsible for producing quality work. Poor prompts and inadequate adaptation of AI-produced texts result in poor-quality work.
4. Students must not use AI to cheat or plagiarize by turning in an AI-generated text as original work. Students submitting an assignment using AI without proper disclosure constitutes academic misconduct.
5. Students must adhere to the instructor's policies on using AI-generated content in their work. Instructors may prohibit or limit the use of AI on specific assignments or projects.
6. It is the student's responsibility to save and keep the complete transcripts and conversations (recordkeeping) generated using AI. The instructor may request the information to evaluate an assignment.

## **PROCEDURE**

### **1. Procedures for Addressing Allegations of Academic Misconduct**

- a. When an instructor suspects that a student or member of the college community has engaged in academic misconduct, the instructor will investigate the matter in a timely manner. The instructor will communicate the basis of his or her suspicion to the student and/or college member, if at all possible, to afford those individuals the opportunity to respond.
- b. If, as a result of this investigation, the instructor determines that no academic misconduct has occurred, the matter will be considered concluded.
- c. If, as a result of this investigation, the instructor determines that academic misconduct involving a student in his/her class has occurred, the instructor will apply sanctions as outlined in his/her syllabus. If a college employee is involved, that person's supervisor will be notified.
- d. The instructor will file a Maxient report on each occurrence (Maxient is a reporting system used to share and store information).

**2. Multiple Occurrences of Academic Misconduct**

- a. First confirmed occurrence will result in the sanctions specified in the instructor's syllabus.
- b. Subsequent occurrences of academic misconduct will follow the student code of conduct process (J-300).

**3. Appeals**

- a. Appeals of the instructor's resolution of the initial occurrence follow Policy J-101 Student Due Process Rights/Academic Concerns.
- b. Appeals of discipline for student code of conduct violations follow Policy J-300 Student Code of Conduct.

Adopted: March 24, 2014

Updated: Dec 2023 – added AI language