



## AP 5501 - Student Academic Integrity

References: NWCCU Standard 2.C.2

### Statement on Academic Dishonesty

This procedure defines academic dishonesty and its various forms in the interest of maintaining academic integrity and a beneficial learning environment for Clatsop Community College (CCC) students. It also explains academic actions and disciplinary procedures that may result from academic dishonesty, along with clarifying the rights of students in relation to academic dishonesty.

As part of CCC's mission to enable students to become responsible citizens by developing ethical awareness, CCC expects that students, staff, and faculty will share in the responsibility of maintaining high academic standards. Faculty and staff are expected to encourage and sustain academic excellence. Students are expected to demonstrate their knowledge with honesty and integrity.

CCC considers academic dishonesty to be an unacceptable practice.

### Applicability/Scope

This procedure applies to all currently enrolled students of Clatsop Community College.

### Definitions

Academic Dishonesty is defined as cheating, plagiarism or otherwise obtaining grades under false pretenses. The following defines these terms in greater detail:

**GenAI (Generative Artificial Intelligence):** refers to artificial intelligence technologies that can generate text, images, and other content based on input parameters. These technologies use complex algorithms to create content that resembles human-generated content.

**GenAI Detection Program:** refers to software tools designed to identify when and where GenAI has been used to generate or modify content. Programs analyze text and compare patterns, phrasing, and structure against common GenAI outputs to detect possible unauthorized use.

**Cheating:** obtaining or providing unauthorized information during an examination through verbal, visual or unauthorized use of books, notes, text, electronic devices, and other means; obtaining or providing unauthorized information

concerning all or part of an examination prior to that examination; taking an examination for another student or arranging for another person to take an exam in one's place; altering test answers after submittal for grading; changing grades after grades have been awarded; altering other official academic records; any use of GenAI tools without written permission from the course instructor to do so; or otherwise interfering with the accurate evaluation of an individual's knowledge.

**Plagiarism:** submitting the language, ideas, thoughts, or work of another as one's own or assisting in the act of plagiarism by allowing one's work to be used in this fashion. This can include the unauthorized use of GenAI (see definition).

**Unauthorized Use of GenAI:** submitting work done with the assistance of GenAI or a similar technology without written permission from the course instructor to do so. Essentially, such an act is a form of plagiarism or cheating, depending on the assignment, carrying the same penalties. Written permission may take the form of a syllabus procedure, an assignment or exam instruction, an individual email, or otherwise. Even with written permission, students must declare/cite any use of GenAI assistance in their submissions.

- **Exception for Unauthorized Use of GenAI:** *editing and grammar suggestions on word processing programs are forms of GenAI. The use of such suggestions within or between sentences is similar to using spellcheck and is allowable, though in the interest of learning, students are advised to consider the effectiveness of GenAI suggestions.* Speech-to-text dictation is also an allowable form of Gen AI. When using dictation tools, it is required that a student use their own voice and words to generate content and that the resulting text is carefully evaluated and remediated by the student to ensure accuracy.

### **Academic Action and Disciplinary Procedures**

Disciplinary procedures for incidents of academic dishonesty may involve both academic and administrative action. Program directors who determine in the course of their duties that academic dishonesty has occurred will also use the procedures outlined below and will notify the instructor of record.

Some limited-entry programs have their own student handbooks, and in those handbooks, there may be further explanation of their unique policies and consequences. In some limited-entry programs, **any** violation of academic integrity may result in the student's removal from the program.

### **Academic Resolution Process**

1. If a faculty member suspects a violation of academic integrity as defined above, the faculty member shall collect evidence documenting the alleged act of academic dishonesty. The evidence may include but is not limited to various samples of the student's work, GenAI Detection Program results, and copies of resources used but not cited.
2. The faculty member or program director will meet with the student and share the Student Academic Integrity Procedure and course syllabus and/or assignment notes regarding AI use.

3. The faculty member or program director will provide the student an opportunity to explain the incident.
4. If, after initial investigation, the faculty member or program director believes there was no violation of academic integrity, the process is concluded and no further action is required.
5. If, after initial investigation, the faculty member reasonably believes there has been some violation of academic integrity, the faculty member will determine an appropriate course of action which may include:
  - Verbal or written warning of the violation
  - Requirement that the student redo the assignment, project, or exam
  - A grade of 'F' or a zero for the assignment, project, or exam
  - A grade of 'F' for the course
  - Referral to support services including tutoring
6. The violation will be documented using the online Academic Integrity Referral Form which is routed to the Registrar. All supporting documentation should be included.

### **Administrative Resolution Process**

1. The registrar or the designee will review the Academic Integrity Referral Form within one week of receipt.
2. A copy of the report will be sent to the student via email with a letter of explanation and the student's right to appeal within 10 business days of receiving the report.
3. A copy of the report will remain on file in the Registrar's office for two years. If no further violations of academic integrity are reported, the file will become inactive.
4. After a second violation of academic integrity, again documented using the Academic Integrity Referral Form, a hold will be placed on the student's account and they will be required to meet with the Lead Student Services Officer or their designee.
5. If the Lead Student Services Officer or their designee determines that the student has violated the Academic Integrity procedure, the student will be subject to the disciplinary process outlined in AP 5520 Student Discipline Procedures.

### **END OF PROCEDURE**

*Created by CCC AI Policy Committee, Spring 2026  
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