

| ACADEMIC INTEGRITY POLICY | | | |
|---------------------------|---------------|---|--------------------------|
| Policy # | Applicability | Responsible Executive | Applicable Laws/Statutes |
| 210 | Students | Provost/Vice President for Academic Affairs | |

POLICY

The purpose of this policy is to confirm that Mercer County Community College is committed to the principle of academic integrity – the honest, fair and continuing pursuit of knowledge, free from fraud or deception. MCCC students are expected to be responsible for their own work, and faculty and academic support services staff members will take reasonable precautions to prevent the opportunity for academic dishonesty. Academic Integrity violations will be reviewed and addressed according to the relevant procedures.

The Board of Trustees authorizes the President to establish procedures for addressing Academic Integrity violations.

APPROVALS

Board of Trustees – May 19, 1983

Board of Trustees – June 25, 2025

Board of Trustees – September 24, 2025

REVISION DATE(S)

May 18, 2000

March 18, 2004

June 25, 2025

September 24, 2025

RELATED PROCEDURES, GUIDELINES, OR RESOURCES

Procedure # 210 - Academic Integrity Procedure

ACADEMIC INTEGRITY PROCEDURE

| Procedure # | Applicability | Responsible Executive | Applicable Laws/Statutes |
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| 210 | MCCC Students | Provost/Vice President for Academic Affairs | |

This procedure outlines a process by which Academic Integrity violations will be reviewed and addressed.

Mercer County Community College is committed to Academic Integrity. Students are responsible for their own work, and faculty and academic support services staff members will take reasonable precautions to prevent the opportunity for academic dishonesty.

DEFINITIONS

An academic semester is inclusive of all terms within the semester (e.g. 6, 7, 10, 14 weeks).

The college recognizes the following general categories of violations of Academic Integrity:

- a. Uses or obtains unauthorized assistance in any academic work.
- b. Gives fraudulent assistance to another student.
- c. Knowingly represents the work of others as their own or represents previously completed academic work as current.
- d. Inappropriately or unethically uses technological means, including Artificial Intelligence (AI) tools, to gain an academic advantage.

Specifically, the following list includes, but is not limited to, representative examples of each category outlined above where a student will be found to have violated academic integrity:

- Copying from another student's exam.
- Using notes, books, electronic devices or other aids of any kind during an exam when prohibited.
- Sharing answers during an exam.
- Stealing, buying, or acquiring an exam, paper, or other assignment; or possessing a stolen copy of any such item.
- Completing a graded academic activity or taking an exam for someone else.
- Giving, sharing, or receiving answers or materials between students before, during, or after an exam or other graded academic activity.
- Submitting a paper or other academic work for credit which includes words, ideas, data or the creative work of others without acknowledging the source or not citing the source appropriately.
- Using another author's words without enclosing them in quotation marks, without paraphrasing them, or without citing the source appropriately.
- Presenting another individual's work as one's own.
- Submitting the same paper or academic assignment to another class without the permission of the instructor.
- Falsifying bibliographic entries.
- Submitting any academic assignment which contains falsified or fabricated data or results.
- Inappropriately or unethically acquiring material via the Internet, to include the unauthorized use of AI tools, or by any other means.

- Using any electronic or hidden devices for communication during an exam.

Each instructor and academic support service area is authorized to establish specific guidelines consistent with this policy.

PROCEDURE

Consequences for violations of the Academic Integrity Policy follow.

For a single violation, the faculty member will determine the course of action to be followed. This may include assigning a lower grade on the assignment, assigning a lower final course grade, failing the student in the course, or other penalty appropriate to the violation. In all cases, the instructor shall notify the Chair of the Academic Integrity Committee (AIC) of the violation and the penalty imposed.

The AIC may impose disciplinary penalties beyond those initially imposed by the course instructor under the following circumstances:

- During their time at MCCC, the student has been reported multiple times for violating the academic integrity of a class.
- *The academic integrity violation is so severe it impacts another student's or others students' standing at the college. In this instance, although this might be the student's first violation, all disciplinary actions outlined in the chart below can be applied.
- *The academic integrity violation is so severe it undermines the integrity of the course, program, or College. In this instance, although this might be the student's first violation, all disciplinary actions outlined in the chart below can be applied.

| Violation Number | Minor Penalty | Major Penalty |
|--|---|--|
| *First Violation: Involves only the student and the instructor. The incident is reported to the AIC. | The instructor's disciplinary action is imposed. AIC will recommend best practices. | The instructor's disciplinary action is imposed. AIC will recommend best practices. |
| Second Violation: Involves the student, instructor, and the AIC. | The student will attend a one-semester mandatory workshop and attend an AIC intervention during the committee's monthly meetings. | Half-load probation. The student will be restricted on the number of classes or credits for which they can enroll. |
| Third Violation: Involves the student, instructor, and the AIC. | Half-load probation. Student will be restricted on the number of classes or credits for which they can enroll. | One-semester suspension. |
| Fourth Violation: Involves the student, instructor, and the AIC. | One-semester suspension. A note is placed on the student's transcript. | One-year suspension. A note is placed on the student's transcript. |

Appeals: The student has a right to appeal the decision of the instructor or the AIC. Procedures governing violations of Academic Integrity are contained in the Student Handbook. The final appeal decision is made by the Vice President, Academic Affairs or their designee.

APPROVAL(S)

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RELATED POLICIES, GUIDELINES, OR RESOURCES:

- Policy # 210 - Academic Integrity
- Student Handbook