CAROLINAS COLLEGE OF HEALTH SCIENCES
POLICY AND PROCEDURE

SUBJECT: ACADEMIC INTEGRITY

REVIEWER(S):   Provost*
                     Dean, Student Affairs and Enrollment Management
                     Chair, Academics, Progression and Graduation Committee

POLICY

Academic integrity is a key value of a credible academic community based on honesty and responsibility. Carolinas College of Health Sciences' (the College) reputation and that of its teammates, students and graduates depends on the institutional commitment to academic integrity. All members of the college's community are entrusted with and expected to demonstrate this core value that encompasses trust, respect, honesty, ethical behavior, fairness, and responsibility, both at the College and in the clinical setting. For students, the honor code (Appendix A) serves as the basis for student behavior and places responsibility for abiding by the code on the student. This policy ensures that the College maintains a teaching, learning, and service environment based on academic integrity and also ensures due process resolution for all alleged violations of academic integrity.

A. Academic Integrity Expectations of Teammates and Students
1. All members of the College's community are responsible for creating and maintaining a positive learning and working environment that supports academic integrity. Teammates of the College and all enrolled students are expected to demonstrate academic integrity. Thus, all work created for the College by members of its community must be completed by the individual to whom the work was assigned without unauthorized assistance of any kind.
2. Faculty members are expected to:
    - Understand and comply with this policy.
    - Comply with copyright law in the use of others' words, images and other creative works.
    - Clearly communicate the importance of and define standards for academic integrity to students, along with course expectations and potential consequences for violations.
    - Set reasonable standards for academic integrity in their classes that are clearly defined within the Academic Integrity Statement (Appendix B) in program syllabi.
    - Clearly communicate information about the use of a plagiarism prevention service in evaluation of student assignments in the Academic Integrity Statement in course syllabi (Appendix B).
    - Understand the definitions and examples of plagiarism included in Appendix C of this policy and adhere to guidelines regarding plagiarism detection and prevention outlined in Appendix D of this policy.
    - Reduce opportunities for students to engage in academic dishonesty with vigilant exam security and proctoring and clear instructions for class projects, assignments and examinations.
    - Fairly, consistently and professionally evaluate student work based on performance criteria that have been clearly communicated to students
    - Trust students to follow the academic integrity policy until there is sufficient evidence of violation. Report suspected violations of academic integrity as defined and outlined in this policy. Students who may have violated academic integrity standards should be confronted with the evidence of an alleged violation; reporting and due process procedures should be carefully followed.
    - Fairly evaluate and present accurate and honest evidence regarding potential student violations of academic integrity.
    - Treat students with respect throughout any investigation, hearing or appeal process.
3. Non-faculty teammates are expected to:
    - Understand and comply with this policy in execution of all college work-related projects and assignments.
    - Comply with copyright law in the use of others' words, images and other creative works in all college work-related projects and assignments.

- Check written works that are to be published by the College with the College's plagiarism detection and prevention service to ensure all published work is original.
- Clearly communicate information about academic integrity to others as appropriate.
- Provide clear instructions for work projects and assignments to students and other college teammates.
- Monitor student and other teammate compliance with the academic integrity policy.
- Report violations of the academic integrity policy to the appropriate supervisor.
- Treat students with respect throughout any investigation, hearing or appeal process.

4. Students are expected to:
- Understand and comply with the academic integrity policy and guidelines provided by their faculty members.
- Review and agree to adhere to the honor code upon entry to the College. Review and adhere to the academic integrity statement (Appendix B) provided in each program syllabus.
- Present only their own original work for evaluation by their faculty members.
- Appropriately cite others' words and ideas and creative works.
- Comply with copyright law in the use of others' words, images and other creative works.
- Comply with faculty members' instructions regarding use of a plagiarism prevention service in completion and submission of course assignments.
- Protect their work from misuse or misrepresentation by others.
- Present accurate and honest evidence regarding potential student violations of academic integrity.
- Accept responsibility for their actions.
- Treat faculty members and college staff members with respect when violations of academic integrity are investigated, heard, or appealed.

B. Academic Integrity Violations: Students are expected to demonstrate honesty and integrity in instructional and learning experiences, including classroom and clinical settings. Academic integrity violations include, but are not limited to:
1. Cheating -- Offering, providing, requesting or accepting unauthorized support or assistance in completion of any task, project, academic assignment or test. The use or attempted use of any unauthorized information, material, or assistance in completing any assigned task, project, assignment or test. Having another person perform one's assignments without instructor permission. Collaborating with others on assignments if contrary to stated rules.
2. Plagiarism -- Representing the ideas, language, or created work of another person or persons as one's own or as the college's own. (See Appendix C for specific definition and examples). This includes violation of copyright law.
3. Self-Plagiarism/Multiple Submission -- Copying portions of any original assignment for credit and submitting them as original work in more than one course without prior approval of the course instructor and/or duplicating submission of a prior original work without proper citation and reference of that prior work.
4. Falsification/Fabrication -- Falsifying information or fabricating information, data, citation, or reference or in completion of any project or academic assignment. Falsification or fraudulent alteration of academic or college records. Falsifying patient records or communicating false information about clinical care or clinical experiences.
5. Interference – Intentional interference with or alteration or destruction of another person's project, assignment or examination.
6. Complicity – Knowingly collaborating in or facilitating any of the above actions or assisting in the creation of a paper, project or other creative work that another person then presents as his or her own project, assignment or test.

C. Level of Violations: An academic integrity violation will be determined based on two levels:
1. Level I Violations – These are accidental or inadvertent violations of academic integrity that may be caused by carelessness, lack of knowledge, lack of training or other human error. Examples of this level of violation include, but are not limited to, failure to provide appropriate citation without dishonest intent, unauthorized collaboration with another student on an assignment, inappropriate or incorrect paraphrasing, or misunderstanding of the guidelines of the academic

assignment.

2. Level II Violations – These are intentional, more serious violations of academic integrity that often involve premeditation or planning and clearly dishonest intent on the part of the student that may be documented in witnessed verbal or written communication. Examples of this level of violation include, but are not limited to, substantial plagiarism, copying or using unauthorized materials or devices, unauthorized collaboration on or having a substitute take an exam, making up or falsifying evidence or data, actively facilitating dishonesty by another student, or a repeat of the same level I or II violations.

PROCEDURE

A. Primary responsibility for enforcing this policy lies with the provost, dean of student affairs and enrollment management (dean), program chairs and the college's faculty members.

B. Violation of the Academic Integrity Policy
   1. <u>Teammates</u>: Violations of the academic integrity policy by any college teammate will be handled with the same disciplinary process as any other teammate performance issue as outlined in the college's termination, involuntary policy and in the Atrium Health HR 5.20 End of Employment policy.
   2. <u>Student</u>: In the event of a suspected academic integrity violation,
      a. the faculty member will discuss the alleged violation with the appropriate program chair, who will complete the academic irregularity review form and will reach out to the the director of teaching learning and technology, if applicable.
      b. The program chair will complete the academic integrity form via the academic integrity database.
      c. The program chair will consult with the provost and dean to ensure appropriate process and policy is followed.
      d. The program chair will follow up with the faculty member to discuss the appropriate next steps.

3. The faculty member will request a meeting with the student. The faculty member must contact the student in writing via hard copy or e-mail to schedule a faculty-student meeting to discuss the issue. During the meeting, the faculty member will inform the student regarding the specifics of the suspected violation. It is recommended that an observer (e.g., program chair, advisor) may be present at the meeting. The student should explain his/her perception of the events.

4. After the meeting, the faculty member and program chair consider the event and supporting evidence (e.g., observation, admission, statement or documentation) to determine an outcome. In determining whether an academic integrity violation has occurred, the evidence supporting the occurrence of a violation should be convincing and probable. One of three decisions will be made by the faculty member, in conjunction with the program chair:
   a) The faculty member believes the suspected violation is not supported by facts and will pursue no further sanctions.
   b) The faculty member believes a level I violation has occurred: Level I violations may be properly handled by the faculty member teaching the specific course in which they occur and the program chair.
      • Sanctions for Level-I violations include, but are not limited to, required participation in an educational experience on ethics or academic integrity, a make-up assignment to replace the original assignment, a reduced grade on the assignment, a failing grade on the assignment, or a combination of sanctions.
      • Any faculty member who administers a sanction to a student for violation of the academic integrity policy must notify the provost in writing. After review by the provost and dean, a completed copy of an Academic Integrity Form is sent to the student by the provost, with a copy of the Complaints and AcademicAppeals policy. The completed form is also added to the student file located within the student affairs department. As appropriate, the provost and dean may modify or administer additional college sanctions in recognition of the severity of the violation and/or repeated violations.

    c) When the faculty member believes a level II violation has occurred, a more severe penalty is warranted for a level I violation, or the provost and dean determine there has been a repeat of an academic integrity violation:

- The faculty member or program chair will notify the provost in writing of the alleged violation and provide supporting documentation.
- The provost will advise the reporting individual of his/her possible role as a witness and may suggest avenues for documentation of the charge.
- The investigation and decision regarding the charge will be completed by the provost in consultation with the dean and the appropriate program chair.
- The provost and dean will make a determination as to whether there is sufficient evidence of a level II violation to warrant referral to the Academic, Progression, and Graduation (APG) committee.
- If the provost and dean believe the suspected violation is not supported by facts or the provost and dean cannot come to a consensus, it will be referred back to the faculty member and program administrator to be handled as a possible level I violation.
- If the provost and dean reach a decision regarding referral of the academic integrity case to the APG committee, the involved academic program chair and faculty member(s) will be notified of that decision by the provost.
- The provost will notify the accused student in writing of the referral to the APG committee. The notification will include information about the APG hearing process to provide an opportunity for both the program and the student to be heard.
- The conducting APG hearings policy provides guidance to the APG committee in preparing for and conducting the academic integrity hearing, but the APG committee is afforded latitude in determining matters not addressed in the "guidelines" or in adapting the "guidelines" to best serve each situation. The proceeding is intended to be a serious but collegial fact-finding investigation, not a legal proceeding. Rules of evidence will not necessarily apply. The chair will assure that all parties adhere to, and are treated with, high standards of civility, respect, and professionalism. Only information directly relevant to the charges will be introduced by either side.
- The APG committee decides whether an academic integrity violation occurred, and if so, the course of action warranted. Sanctions for level II violations include, but are not limited to, any level I sanctions, failure of the course in which the violation occurred, loss of appointment to positions within the college or system, or dismissal from the program or college.
- The APG chair informs the provost and the dean of the committee's decision, identified sanction, and decision rationale. All decisions made by the APG committee are considered final and may not be appealed.
- The provost informs both the student, the academic program chair, and the involved faculty member(s) of the decision. Efforts will be made to communicate the outcome verbally within 24 hours. Written communication of the outcome occurs within a reasonable time following the decision. The provost will document the entire process on an academic integrity form.
- Students who are administratively dismissed resulting from an academic integrity violation will receive a "WF" (withdraw failing) and a note of "Administrative Dismissal" on their college transcript.

D. Confidentiality: Ensuring confidentiality is inherent within academic integrity. Involved parties should respect the privacy of those involved, outside of communication necessary for individuals to perform the duties of their position.

E. The Academic Integrity policy and procedure will be reviewed bi-annually.

REFERENCES
Related Policies to Consult
Carolinas College:
      ACADEMIC - Dismissal; Conducting APG Hearings; Records – Privacy, Retention, and Storage

ADMINISTRATIVE - <u>Intellectual Property and Copyright</u>
STUDENT AFFAIRS - <u>Complaints and Academic Appeals;</u> <u>HIPAA Privacy - Student</u>

Related 2018 SACSCOC Standard(s)
12.3 Student rights
Additional policy references
This policy adapted from similar policies at Oklahoma State University, Farleigh-Dickenson University, and Cabarrus College of Health Sciences.
Appendices: A, B, C, D, E, F

Appendix A

CAROLINAS COLLEGE OF HEALTH SCIENCES HONOR CODE

It is expected that all students promote amongst themselves the highest standards of ethical conduct. Students are expected to demonstrate honesty and integrity in both the classroom and clinical setting. Each student is responsible for maintaining, upholding, and promoting respect, honesty, ethical behavior, fairness and responsibility, both at the College and in the clinical setting. The honor code serves as the basis for student behavior and places responsibility for abiding by the code on the student. Violation of the academic integrity guidelines outlined in the honor code will subject a student to disciplinary action, up to and including administrative dismissal without eligibility to be readmitted. Academic integrity violations include, but are not limited to:

1. Cheating -- Offering, providing, requesting or accepting unauthorized support or assistance in completion of any task, project, academic assignment or test. The use or attempted use of any unauthorized information, material, or assistance in completing any assigned task, project, assignment, or test. Having another person perform one's assignments without instructor permission. Collaborating with others on assignments if contrary to stated rules.
2. Plagiarism -- Representing the ideas, language, or created work of another person or persons as one's own or as the college's own. (See Academic Integrity Policy Appendix C for specific definition and examples). This includes violation of copyright law.
3. Self-Plagiarism/Multiple Submission -- Copying portions of any original assignment for credit and submitting them as original work in more than one course without prior approval of the course instructor and/or duplicating submission of a prior original work without proper citation and reference of that prior work.
4. Falsification/Fabrication -- Falsifying information or fabricating information, data, citation, or reference or in completion of any project or academic assignment. Falsification or fraudulent alteration of academic or college records. Falsifying patient records or communicating false information about clinical care of clinical experiences.
5. Interference – Intentional interference with or alteration or destruction of another person's project, assignment, or examination.
6. Complicity – Knowingly collaborating in or facilitating any of the above actions or assisting in the creation of a paper, project or other creative work that another person then presents as his or her own project, assignment or test.

I understand that all work that I submit in response to course assignments or create as part of college activities must be my own original work. I give Carolinas College of Health Sciences permission to submit my work to the College's plagiarism prevention system for evaluation of the originality of my work. I understand that my work may then be included in the plagiarism prevention system's comparison database.

Appendix B
Academic Integrity Statement

The following statement should be placed in all course syllabi:

Academic integrity is a key value of a credible academic community. All college teammates and students are expected to honor this value and protect the reputation of the college's intellectual community. All work created for the college by members of its community must be completed by the individual to whom the work was assigned without unauthorized assistance of any kind. Violations of academic integrity include, but are not limited to, cheating, plagiarism, self-plagiarism/multiple submission, falsification/fabrication, interference, complicity, clinical dishonesty or facilitating such activities.

{Course-specific definitions/examples of academic integrity violations to be included here. May include definitions of "unauthorized" support or assistance, expectations regarding group work, guidelines for online testing, etc.) Section to include: More specifically, examples of academic integrity violations in this course include, but are not limited to:}

Plagiarism prevention is facilitated through the use of a plagiarism detection and prevention tool that is an electronic, web-based service. The tool helps users detect and prevent plagiarism from sites and full-text published internet sources. Carolinas College faculty may either require you to submit your written assignments electronically for review of your own work or may submit text from your assignments. Complete information regarding use of plagiarism detection and prevention software is contained in Appendix D of the College's Academic Integrity policy available via policies and procedures available on the college's learning management system.

Failure to comply with academic integrity standards may result in actions up to and including dismissal from the College. The College's Academic Integrity policy is available in the College's policies and procedures accessible through the College's learning management system, from the provost, chairs the individual academic programs and administrative departments and is summarized in the college's personnel handbook and college catalog and student handbook.

APPENDIX C
Plagiarism Definition and Examples

Definition
Copying or paraphrasing of another's words, ideas or creative works without citation and representing those works as one's own work is plagiarism and a violation of the Carolinas College of Health Sciences standards of academic integrity.

Plagiarism can be intentional or unintentional. Intentional or deliberate plagiarism is purposely using another person's words, ideas, or creative works with or without permission and without providing that person with appropriate credit for the work. Unintentional or accidental plagiarism is being unaware of how to appropriately provide credit to the author of the original work. Plagiarism is always unacceptable,

no matter whether deliberate or accidental. All work represented as one's own work by any member of the college community must be the original work of that person. All words, ideas, or creative works included from external sources must be appropriately cited in whatever format (paper, presentation, film, recordings, etc.) conveys the borrowed content.

The College requires that students and teammates follow the guidelines of the Publication Manual of the American Psychological Association (APA), 7th Edition, 2020, for all written assignments. For student assignment evaluation and grading and teammate work reviewed within the college, any reasonable and well-intentioned attempt of the author to cite the correct original source of borrowed content will not be considered plagiarism and be accepted as the author's attempt to provide appropriate credit to the original author of that content. However, citations and references to original source materials must be accurately formatted to receive full credit for any assignment. Faculty members and college administrators have the discretion to base their evaluation or grade of the author's work on the degree to which the author accurately followed APA guidelines in formatting his or her work.

The following are examples of textual plagiarism and provide explanation of when and how source material should be appropriately credited.

Original Source:
Carolinas College of Health Sciences (2010). The QUEST for Information Literacy, 2-3. Charlotte, NC: Carolinas College of Health Sciences.

Carolinas College is a single-focus institution, preparing students for careers in the complex world of healthcare. The college was founded in 1990 as a school of nursing and graduated its first class of associate degree nurses in 1992. Allied health programs were added to the college's program offerings in the mid-1990s, shortly after the college earned regional accreditation from the Southern Association of Colleges and Schools Commission on Colleges. The associate of applied science nursing degree program is the college's largest academic program, with nursing or pre-nursing students comprising about 70% of the institution's for-credit student population. By the end of 2009, additional for-credit programs included an associate in applied science degree program in radiologic technology, diploma programs in radiation therapy and surgical technology, and certificate programs in medical laboratory science and pre-nursing.

Example 1 - Word-for-word quotations (copied content is underlined)
Carolinas College of Health Sciences provides several types of academic programs. The associate of applied science nursing degree program is the college's largest academic program, with nursing or pre-nursing students comprising about 70% of the institution's for-credit student population.

Example 1 - Comment
With the exception of the opening sentence, the entire paragraph is copied completely from the original source. Minor alterations of the source do not relieve the author's responsibility to credit the original author, Carolinas College. A word-for-word passage from an original source may be provided as a quotation. In that case, the original source should be carefully copied, placed within quotation marks, and then the original source must be cited in the text and included in the reference listing at the end of the text as follows

Carolinas College of Health Sciences provides several types of academic programs. "The associate of applied science nursing degree program is the college's largest academic program, with nursing or pre-nursing students comprising about 70% of the institution's for-credit student population" (Carolinas College of Health Sciences, 2010, pp. 2-3).

Had the quotation used been 40 words or longer, the correct formatting would provide the quoted material as block indented without quotation marks and be correctly cited as follows:

> Carolinas College is located in Charlotte, NC, and offers a variety of health care education programs. As stated in one of the college's publications: The college was founded in 1990 as a school of nursing and graduated its first class of associate degree nurses in 1992. Allied health programs were added

to the college's program offerings in the mid-1990s, shortly after the college earned regional accreditation from the Southern Association of Colleges and Schools Commission on Colleges. The associate of applied science nursing degree program is the college's largest academic program, with nursing or pre-nursing students comprising about 70% of the institution's for-credit student population. (Carolinas College of Health Sciences, 2010, pp. 2-3).

Example 2 - Quoted passages and phrases (copied passages are underlined)
Carolinas College offers programs that assist in preparing students for careers in the complex world of healthcare. The college opened in 1990 as a school of nursing and graduated its first class of associate degree nurses two years later. A few years later allied health programs were added to the college's program offerings. The nursing program is the college's largest academic program, with nursing or pre-nursing students making up about 70% of the institution's students.

Example 2 - Comment
In this example, some of the original passage has been rephrased by the writer, although several phrases have been exactly copied from the original source. Despite the alterations in the text, this is still an example of plagiarism. Word-for-word duplication of short phrases from an original source into a reconstructed sentence requires that quotation be punctuated with quotation marks and that the original author is cited and referenced appropriately. In this example, if the writer had rewritten the entire paragraph and copied only the original phrase "about 70% of the institution's" without punctuating that phrase and citing the college as the source, the writer would have been guilty of plagiarism.

Rather than complicating the paragraph with several sets of quotation marks, a better alternative is to completely paraphrase the paragraph as described in Example 3.

Example 3 - Complete paraphrasing with similar topic and sentence structure
Carolinas College's singular purpose is educating students for jobs in healthcare. The college opened 20 years ago as a nursing school and added other healthcare programs in later years. The college has earned regional accreditation and offers two, 2-year degrees in nursing and radiologic technology. The nursing program now has about 70% of the college's student enrollment. Other healthcare education programs the college offers at the diploma and certificate levels are pre-nursing, medical laboratory science, radiation therapy and surgical technology.

Example 3 - Comment
Although minimal wording from the original paragraph still exists in this example, the information and the order the information is offered is basically the same as the original structure of the original source paragraph. Complete paraphrasing as demonstrated in this example still constitutes plagiarism when no credit is cited for the original author. When a writer paraphrases content from an original source, he or she must use his or her own wording and original topic structure and place a citation at the end of the content indicating that the information conveyed is not the writer's original content. The correctly formatted paragraph for this example is as follows

Carolinas College's singular purpose is educating students for jobs in healthcare. The college opened 20 years ago as a nursing school and added other healthcare programs in later years. The college has earned regional accreditation and offers two 2-year degrees in nursing and radiologic technology. The nursing program now has about 70% of the college's student enrollment. Other healthcare education programs the college offers at the diploma and certificate levels are pre-nursing, medical laboratory science, radiation therapy and surgical technology. (Carolinas College of Health Sciences, 2010, pp. 2-3).

Example 4 - Correct and incorrect forms of citation for quotations (copied content is underlined)
Carolinas College is located in Charlotte, NC, and offers a variety of health care education programs. The associate of applied science nursing degree program is the college's largest academic program, with nursing or pre-nursing students comprising about 70% of the institution's for-credit student population. (online.carolinascollege.edu)

Example 4 - Comment

In this example, the author has attempted to provide credit for the copied material from the original source that is accessible via the college's website. Although this is not considered plagiarism by the college, grade points would be deducted at the faculty member's discretion due to the citation and punctuation of the quotation being incorrectly formatted. The quoted content should be correctly punctuated and cited as follows:

Carolinas College is located in Charlotte, NC, and offers a variety of health care education programs. "The associate of applied science nursing degree program is the college's largest academic program, with nursing or pre-nursing students comprising about 70% of the institution's for-credit student population" (Carolinas College of Health Sciences, 2010, pp. 2-3).

The corresponding listing of the source of the material in the student's paper's reference section for either the short or long quotations included in the examples provided above would be correctly provided as follows:

Carolinas College of Health Sciences (2010). The QUEST for Information Literacy, 2-3. Charlotte, NC: Carolinas College of Health Sciences. Retrieved from
http://online.carolinascollege.edu/course/view.php?id=131

Appendix D
Plagiarism Detection and Prevention

Carolinas College of Health Sciences (the College) holds a licensing agreement for use of an online plagiarism detection and prevention tool. The tool may be used by college faculty and staff members and by students to discern the originality of written work. Although the use of the tool provides valuable assistance to its users in preventing and detecting plagiarism, considerations must be made for protection of student records and student privacy. All plagiarism tool users, including college faculty and staff members and students, must comply with the following procedures when using the tool.

A. Faculty Use
   1. Notice to Students -- In all classes in which faculty members intend to use the plagiarism detection and prevention tool for evaluation of student work, faculty members <u>must</u> notify the students in those classes of their intention to check the originality of students' work. A written notification of intention must be included in the program and/or course syllabus (Appendix B).

   2. Use of Originality Reports -- Appropriate use of the plagiarism detection and prevention tool for the evaluation of written work and assignments requires thoughtful use of the originality reports generated by the tool. Each time a written document is submitted for review, the tool generates an originality report that provides the following information:
      a. Percentage of the submitted document's contents that exactly match or are similar to other sources in the Turnitin document database.
      b. Highlighted passages within the submitted document that were matched to external sources.
      c. Links to the external sources that were matched with content in the submitted document.

   Originality reports must be carefully reviewed to determine the reason for the highlighted, matched portions of the document. The tool will find and highlight similarities for all the following within a submitted document.
      a. Full or partial quotations from external sources within the comparison database, whether or not those quotations are properly punctuated, cited and referenced. Thus, a properly cited and punctuated quotation will be highlighted as a match with its original source, but this would not be considered plagiarism.
      b. Full or partial reference listings of sources in the comparison database. Thus, a properly listed source in the reference section of a paper may be highlighted as a match with its original source, but this would not be considered plagiarism.

   Those using the plagiarism-checking tool for evaluation of written documents must be aware that the tool merely helps identify content matches within written documents. Matches highlighted in a document by the tool must be carefully evaluated to determine if those matches provide evidence that the document's author has plagiarized. Those using the plagiarism-checking tool for evaluation of written documents must also bear in mind that the tool is not capable of detecting all cases of plagiarism. If the tool's comparison database does not include the original source of suspected plagiarized content, it cannot match the content with the unavailable source. If the document is thought to contain plagiarized content, but that content is not matched by the detection tool, an AHEC librarian should be consulted for assistance in further evaluating the document's originality.

   3. Privacy Issues -- When student papers are submitted by a faculty member to the plagiarism-checking tool, the faculty member's name and email address will be permanently recorded in association with the students' papers. If a faculty member is contacted by another person who has submitted a paper that has content matching content in one of the college's student's papers that has been evaluated through Turnitin, college personnel must <u>not</u>

provide information about the student to the requestor. Providing information about one of our college's student's identity violates FERPA regulations and is prohibited by law and college policy.

If a faculty member discovers that the originality report for his or her student's paper indicates that there are matches with another student's paper in the plagiarism tool's comparison database, the faculty member should <u>not</u> contact the other student's faculty member to request information about the other student or paper.

If a student submits his or her own written document for review by the plagiarism-checking tool, that student has accepted responsibility for his or her name and email becoming permanently attached to the document in the comparison database.

Appendix E
Summary of Academic Integrity Process

The intention of this table is to provide a summary of the process to follow when faced with a suspected academic integrity violation. Those involved, however, should consult the full academic integrity policy for details associated with each step of the process.

PROCESS STEP	FACULTY	CHAIR	PROVOST/DEAN	APG
VIOLATION SUSPECTED	Consult with chair	Consult with Provost/Dean	Advise on process/policy	
PURSUING VIOLATION	Schedule meeting with student			
STUDENT DISCUSSION	Meet with student to discuss suspected violation			
AFTER DISCUSSION	Determine if 1) violation is supported and 2) what level/recommended sanction			
IF VIOLATION	Notify Provost in writing		Determine if recommendation is supported	
IF LEVEL I SUPPORTED			Notify student of outcome, sanction, appeal process; notify faculty and chair; include documentation in student file	
IF LEVEL I NOT SUPPORTED			Discuss issues with faculty and chair to determine any additional steps; notify student	
IF LEVEL II SUPPORTED			Complete further investigation of incident, if necessary; Notify student of process; Forward to APG chair	Call APG meeting
IF LEVEL II NOT SUPPORTED			Discuss issues with faculty and chair to determine if handled as Level I; Identify sanctions, if applicable. Notify student of outcome, sanction, appeal process; notify faculty and chair; include documentation in student file	
APG MEETING	Program representative participates in APG meeting to present program side of events			Runs meeting according to policy
APG DECISION			Official notification for student of outcome, sanction, appeal process; notify faculty and chair; include documentation in student file; Complete academic integrity form	Unofficial notification to student; Notification to Provost and Dean

Appendix F
Irregular Activity Review Form

Irregular Activity Review Form

Carolinas College of Health Sciences
Academic Support

Purpose

The purpose of this form is to provide a summary of findings of irregularities in the learning management system, test proctoring software, or other college adopted assessment solution.

Course Number:	Date of Review:
Student Name:	Software:
Incident Description:	

Video Proctoring

IP Address Similarities	☐ Yes ☐ No If Yes Details:
Number of Incidents	
Environment Scan Details	
Description of Irregularities	
Overall Comments/Opportunities for Improvement:	

TurnItIn

IP Address Similarities	☐ Yes ☐ No If Yes Details:
Similarity Percentage	
Match Descriptions	
Institutional Matches	☐ Yes ☐ No If Yes Details:
Turnitin Flag Rating	
Overall Comments/Opportunities for Improvement:	

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