

# NASHUA COMMUNITY COLLEGE

## Academic Integrity and Honesty Policy & Process

### Policy Overview and Purpose

Nashua Community College considers integrity and honesty to be essential to learning. Academic integrity and honesty are values that we expect members of the NCC community to apply in their academic work and in their lives beyond college. Violations harm the learning experience and negate the expectations and values that the NCC community embraces. We expect all members of the NCC academic community to conduct themselves and their work ethically and honestly.

### Responsibilities

*Students are responsible for:*

- Submitting work that is their own and demonstrating that it represents their original ideas and/or efforts.
- Learning and following the NCC Academic Integrity and Honesty policies, including consequences for violations.
- Taking ownership of their learning process and utilizing available resources to meet course objectives.
- Following the instructor's guidelines for all assignments and seeking clarification from their instructors when needed.

*Faculty are responsible for:*

- Role modeling academic integrity.
- Making expectations clear (syllabus and assignment instructions).
- Practicing due diligence and utilizing existing tools to check student work.
- Knowing the NCC Academic Integrity and Academic Honesty policies and following the process.
- Determining the grading penalty when a student is found to have cheated on an academic assignment. Depending on the severity of the incident, this could range from a warning to a loss of credit on the assignment.

### Academic Integrity and Honesty Violations

**AI generated content:** Using a machine, such as a computer, to perform tasks that mimic human intelligence. This includes ChatGPT, iA Writer, Gemini, DALL-E, etc. on any assignment (including discussion posts, quizzes, papers, homework, projects, artwork, oral presentations, exams, and other work). Basic grammar checks on AI grammar apps (such as Grammarly) are permitted (unless instructor specifies that they are not), but any advanced rephrasing and rewriting features offered by AI grammar apps (such as Grammarly Pro) are not permitted and will be flagged as AI. Translators ~~are not permitted and will be flagged as AI.~~ If specifically allowed by your instructor, any AI generated material must be identified and cited. When in doubt, always ask your instructor.

**Cheating:** Cheating is the intentional use or attempted misuse of unauthorized materials, devices, sources, communications, or practices in an academic exercise or assignment. Instances of cheating include, but are not limited to:

- Copying answers, ideas, or words from another student or source without proper attribution;
- Aiding another in getting credit for their dishonest work;
- Presenting unauthorized artificial intelligence (AI) generated content as original work.
- Using unauthorized electronic devices per the instructor;
- Violating the rules governing the administration of exams, including communicating with other students or using smart phones or any other devices or materials to get information during an exam;
- Allowing other students or sources to do part or all of an assignment for them, including using commercial paper- and exam answer-purchasing services or free “paper mill” web sites and/or artificial intelligence.

**Intellectual Property:** Any creation(s) of the human mind protected by law from unauthorized use.

**Major violations:** Generally, include intentional or recurring infractions of the Academic Integrity policy.

**Minor violations:** Generally, include unintentional infractions of the Academic Integrity Policy. Once identified, they are corrected.

**Misrepresentation:** Providing false or misleading information or hiding valid information with the intent to deceive.

**Plagiarizing:**

- Using (in writing, speaking, or any other academic exercise) the ideas or words of others without appropriate citation that acknowledges the source(s). This includes using peer or instructor ideas or responses and presenting them as one’s own.
- Presenting a paraphrased version of the opinions, work, or ideas of others without giving credit to the original source.
- Copying exact words, phrases, or sentences without using proper quotations and providing source information.
- The appropriation of all or part of someone else's work and presenting it as one’s own.

*Other Forms of Plagiarism:*

- “Self-Plagiarism”: Reusing and/or resubmitting one’s own work, in whole or in part, without acknowledgement, and without permission from the instructor.
- Copying all or part of an assignment from another person or source and presenting it as one’s own work.
- Purchasing or acquiring an assignment and submitting it as one’s own work.
- Falsifying or inventing information, data, or research material, including sources cited in AI-generated sites.
- Listing sources that were not consulted.

**Recurring Offense:** A second or subsequent violation of the academic integrity and honesty policy (intentional or not) after a first violation has been identified and addressed.

**Self-plagiarism:** Reusing and/or resubmitting one’s own work, in whole or in part, without acknowledgement, and without permission from the instructor.

**Violation:** A behavior or action that goes against an approved policy (whether intentional or not).

## **Protocol for Potential Violations of the Academic Integrity and Honesty Policy**

### *Minor Violation(s)*

**A minor violation** is a case of academic dishonesty which the instructor deems unintentional or an oversight on the part of the student. Minor violations can include first-time oversights such as failure to cite properly, omitting a reference or Works Cited page, improper use of paraphrasing, and/or misuse of AI generated content. The instructor determines that the violation is not a flagrant breach of the Academic Integrity and Honesty Policy or the instructor's policies as detailed in the course syllabus and is best resolved through an individual meeting with the student and further instruction. Repeated incidents in the same course may result in a major violation for the student.

1. The instructor addresses the incident with the student.

***If everything is resolved the process ends here. No additional reporting is required at this time.***

#### ***If everything is not resolved:***

2. Depending on the outcome of the meeting with the student, the instructor may opt to forward the information to their Department Chair/Program Coordinator. The nature of the violation may also influence that decision.
3. The Department Chair/Program Coordinator assesses the incident and may meet with the student and/or instructor and renders a decision on the consequence(s) for the violation(s).

### *Major Violation(s)*

**A major violation** is a breach of academic honesty or integrity that is determined by the instructor to rise to a level that warrants a significant response. These offenses typically involve intentional or repeated infractions, rather than unintentional mistakes. These infractions may include but are not limited to, purchasing material and presenting it as original work, copying another person's work, recycling one's own work and presenting it as original, presenting unauthorized AI-generated content as original work, or violating the instructor's exam guidelines. The instructor will follow the process outlined below:

1. The instructor addresses the incident with the student and notifies the student, in writing, of the potential violation of the academic policy and that the Department Chair/Program Coordinator will be notified.
2. The instructor documents the incident by entering it into EAB Navigate (or a designated system).
3. The student's advisor is alerted and checks EAB Navigate (or a designated system) for any documentation related to prior incidents with the student involved.
4. If more than one incident exists, the situation is escalated to the Vice President of Academic Affairs/Student Affairs (or designee). If further consequences outside of the classroom are deemed necessary, the Vice President of Academic Affairs/Student Affairs (or designee) then renders a decision on the consequence(s) for the violation(s).

5. The student is notified of the decision and informed of the Judicial Committee appeal process.

The Appeal Process is outlined in the NCC student handbook, which is linked below.

Student Disciplinary Proceedings:

<https://nashua.cleancatalog.io/b-student-disciplinary-proceedings>

Student Disciplinary Appeals:

<https://nashua.cleancatalog.io/c-student-disciplinary-appeals>

Membership to the Judicial Committee:

<https://nashua.cleancatalog.io/d-membership-of-the-judicial-committee>

Judicial Committee Appeal Hearings:

<https://nashua.cleancatalog.io/e-judicial-committee-appeal-hearings>

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