

CCA ACS 2.22: Academic Integrity

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PURPOSE

The pursuit of Academic Excellence is an important priority at the Community College of Aurora (CCA), and we expect all students to demonstrate care and quality in their academic pursuits. Learning how to express original ideas, cite sources, work independently, and share results accurately and honestly are transferable skills for students beyond their academic career.

DEFINITIONS

- **Fabrication:** The invention of material or its source and its use as an authority in academic work. Fabrication includes but is not limited to: inventing the data for a scientific experiment; inventing the title and author of a publication in order to use the invented publication as a source; or knowingly attributing material to an incorrect source.
- **Plagiarism:** The act of using someone else's work without giving proper credit to the original source. The work can be expressed, for example, through writing, art, music, language and symbols, media, or a presentation. Reusing your own work without proper citation (or approval of instructor) is also plagiarism.
- **Cheating:** The act of using or attempting to use an examination or other academic work, material, information, or study aids which are not permitted by the instructor.

DESCRIPTION

Commitment to Academic Excellence

Maintaining academic excellence involves working with integrity:

- Creating and expressing your own ideas in course work
- Acknowledging and citing all sources of information

- Completing all work independently and/or with approved collaboration
- Sharing results accurately when conducting your own research or working in a laboratory
- Complying with all test and examination expectations and requirements

Behavior that violates academic integrity undermines the pursuit of academic excellence, and includes, but is not limited to:

1 *Plagiarism.* The act of using someone else's work without giving proper credit to the original source. The work can be expressed, for example, through writing, art, music, language and symbols, media, or a presentation. Reusing your own work without proper citation (or approval of instructor) is also plagiarism.

2 *Cheating.* The act of using or attempting to use an examination or other academic work, material, information, or study aids which are not permitted by the instructor.

Cheating includes, but is not limited to:

- Using books, notes, calculators or any other electronic devices, or copying from or conversing with others in the completion of academic work (unless such external aids are permitted by the instructor).
- Having someone else do research, write papers, or take examinations for someone else.
- Submitting work completed in one class to fulfill an assignment in another class without prior approval from the instructor(s).

- Contract Cheating: a third party (i.e., GitHub, Dropbox, stack Overflow, Chegg, Quizlet, Clutch, Course Hero) completing a student's academic work. This can include friends and family completing work for a student or the use of test banks, drop boxes, and/or paid subscription services as well as stealing, distributing, selling and buying academic work.
- Having someone or an artificial intelligence (AI) tool complete academic work on your behalf.

3 *Fabrication.* The invention of material or its source and its use as an authority in academic work. Fabrication includes but is not limited to: inventing the data for a scientific experiment; inventing the title and author of a publication in order to use the invented publication as a source; or knowingly attributing material to an incorrect source.

ACADEMIC INTEGRITY PROCESS FOR STUDENTS

When there is a potential violation of academic integrity, the student must be provided with due process, a right grounded in the Fifth Amendment to the United States Constitution. This right allows the student to receive notification and to share their perspective with a college representative(s) on the allegation at hand. By doing so, the process for resolving potential violations of academic integrity can be both educational and restorative for the student and the CCA community. The section below outlines the process for addressing alleged academic misconduct when a student's behavior may be incompatible with CCA's commitment to Academic Excellence.

NOTIFICATION OF ALLEGED VIOLATION(S)

If a faculty member/instructor perceives that a student may have violated the academic integrity guideline, they will initiate an informal process with the student to

gather information about whether or not an academic integrity violation may have occurred:

- The faculty member/instructor will notify the student within three (3) business days of when incident is identified. This initial contact can be in person, via video conferencing software, by phone, or via email, but a notification must be sent to the student's CCA issued email address. The email notification will include description of the potential violation, a copy of the CCAIN 2.14: Academic Integrity Guideline (this document), a meeting request to discuss the incident, and supporting information about academic misconduct and campus resources (i.e., accommodation, translation or interpretation services) for students. The student will have three (3) business days to respond to the meeting request via their CCA college issued email.
- The faculty member/instructor will complete an Academic Integrity Referral, which will be routed to the Dean of Student Success (or designee) and the Dean of Academic Success for the department in which the course is delivered. The purpose of this referral is to notify the Office of Dean of Student Success of the potential violation and to expedite any student requests for resources and support throughout the informal process. The referral will not result in any direct communication to the student from the Office of the Dean of Student Success.

If the student does not respond to the meeting notification, the faculty member/instructor will notify the Dean of Student Success (or designee) and the Dean of Academic Success for the department in which the course is delivered, and a student conduct process for non-compliance will be initiated.

MEETING WITH FACULTY MEMBER/ INSTRUCTOR

The meeting between the student and the faculty member/instructor is intended to facilitate a conversation that is both educational and restorative,

while promoting a positive learning environment and supportive experience. In the meeting, the student and faculty member/instructor will review:

- CCAIN 2.14: Academic Integrity Guideline (this document)
- The allegation of the academic integrity violation and its referral to the Dean of Student Success (or designee)
- Information supporting the allegation of a violation of academic integrity, and
- If applicable, the alleged violation's potential impact on the student, faculty member/instructor, course, and larger CCA community

The student and/or faculty member/instructor may bring a support person to the meeting to provide both emotional and moral support. The role of the support person for either the student or faculty member/instructor is to help facilitate a safe space and/or take notes. The support person is not allowed to speak on behalf of either the student or faculty member/instructor. Examples of support people are peer, parent/legal guardian, spouse/partner, mentor or CCA employee. If a support person will be attending, it is expected that the student and/or faculty member/instructor notify the other party via email at least 24 hours in advance that they will have a support person joining the meeting.

The student and/or faculty member/instructor may also request the Dean of Academic Success for the department in which the course is delivered be present in the meeting. Notification of the request will be sent to both the student and faculty member/instructor from the Dean.

If the student does not attend the meeting, the faculty member/instructor will notify the Dean of Student Success (or designee) and the Dean of Academic Success for the department via email in which the course is delivered, and a student conduct process will be initiated.

ACADEMIC OUTCOME

If the faculty member/instructor concludes that a violation of academic integrity has occurred, the faculty member/instructor will notify the Dean of Academic Success via email. The Dean of Academic Success will consult the Dean of Student Success (or designee) to identify any extenuating or additional information about the student involved in the potential academic integrity violation, including information about any prior violations of academic integrity. After this discussion, the Dean of Academic Success and the faculty member/instructor will meet to discuss the potential academic integrity violation (any information about prior violations will not be shared during this discussion).

If the Dean of Academic Success and faculty member/instructor agree that a violation of academic integrity has not occurred, no academic outcome will be issued, and the case will be closed in Academic Success. The Dean of Academic Success or the faculty member/instructor will communicate this finding and the rationale for that decision to the Dean of Student Success (or designee) and to the student via the student's CCA issued email address.

If the Dean of Academic Success and faculty member/instructor agree that a violation of academic integrity has occurred, they will discuss and agree on an educational outcome. Outcomes must be appropriate and consistent with college guideline and the course syllabus, and may include one or more of the following outcomes:

- Academic warning listed in the student's file in the office of the Dean of Student Success
- Partial or complete loss of credit on an assignment or exam
- Grade reduction in the course
- Grade of F in the course

The educational outcome will be communicated to the student via the student's CCA issued email address

and to the faculty member/instructor and Dean of Student Success (or designee) by the Dean of Academic Success. This communication will include the official notification to the student of the Academic Integrity violation, outcomes as a result of the violation, and a description of the appeal process.

If there is a pattern of behavior (one or more previous academic integrity violations in addition to the current violation), the student will be asked to participate in the student conduct process with the Dean of Student Success (or designee) and the Dean of Academic Success. The student will receive an email notification to their CCA college issued student email from the Dean of Student Success (or designee) and the Dean of Academic Success inviting them to a student conduct meeting. The student conduct process will provide the student with both educational and restorative opportunities for them to develop skills, restore any negative impact created, accept responsibility, and engage in accountability.

Multiple or severe violations may lead to a warning, probation, suspension or expulsion from the college. If the student chooses not to participate in the student conduct process as indicated in the Student Code of Conduct and/or student conduct meeting notification, an outcome may be determined without the student's input. For more information on the Student Code of Conduct, student conduct process, and/or institutional, educational and restorative outcomes, please view the [Student Code of Conduct](#).

NOTIFICATION OF OUTCOME

A notification of the outcome for the academic integrity process may come from both Academic Success and the Dean of Student Success (or designee). A student will be notified via their CCA college issued student email of an outcome within three (3) business days for both responsible and not responsible findings. The notification will include:

- A summary of the behavior that led to the violation

- Rationale for the responsible or not responsible finding, and
- A description of any outcomes determined with a timeline of deadlines

APPEAL PROCESS

Students may appeal the finding and outcome(s) by submitting a written notice within seven (7) days of the decision by filling out the student conduct appeal form. In the appeal, the student must specifically share how their appeal meets the appeal criteria of a procedural or substantive error or new evidence. Upon the receipt of the appeal, the student will receive a written notice via their CCA college issued student email that their appeal is in process of review.

The Dean of Students and the Dean of Academic Success over the department will complete an initial review of the written notice to identify if the appeal meets the criteria and (7) day appeal window. If the appeal meets the criteria, the Dean will conduct further analysis. This may warrant a new review of the case and/or conduct meeting. The student will receive notification via their CCA college issued student email within seven (7) business days about the appeal decision. The appeal decision will be final.

ACADEMIC INTEGRITY PROCESS FOR FACULTY MEMBERS/INSTRUCTORS/ACADEMIC SUCCESS

Process for 1st Allegation in the Course

- 1 The faculty member/instructor identifies a potential academic integrity violation.
- 2 The faculty member/instructor will notify the student within three (3) business days of when incident is identified. This initial contact can be in person, via video conferencing software, by phone, or via email, but a notification must be sent to the student's CCA issued email address.

- Communication to the student should be conducted privately, and will include:
 - Invitation to meet to discuss the potential academic integrity violation
 - Supporting information related to the potential academic integrity violation
 - Information related to the CCA guideline
- The faculty member/instructor will use the email template provided in the Academic Integrity D2L shell to communicate information about the potential academic integrity violation and the request for a meeting.
- The faculty member/instructor will complete an Academic Integrity Referral, which will be routed to the Dean of Student Success (or designee) and the Dean of Academic Success for the department in which the course is delivered. The purpose of this referral is to notify the Office of Dean of Student Success of the potential violation and to expedite any student requests for resources and support throughout the informal process. The referral will not result in any direct communication to the student from the Office of the Dean of Student Success.
- **No grade or outcome will be determined at this point.**
- Student response
 - The student must reply within three (3) business days from when the follow-up email was sent via their CCA issued email account. The instructor must confirm the appointment with a follow-up email to the student providing date, time, and location of meeting.
 - If an accommodation or translation and interpretation service is requested, the faculty member/instructor and student must allow at least three (3) business days for the Office of Disability & Equity to provide the needed support for the meeting.
 - If there is no reply from the student to the request to schedule a meeting after three (3) business days, the faculty member/instructor will notify the Dean of Student Success (or designee) and the Dean of Academic Success for the department in which the course is delivered, and a student conduct process for non-compliance will be initiated.

- 3** The meeting between the student and faculty member/instructor occurs.
- The meeting between the student and faculty member/instructor is intended to facilitate a conversation that is both educational and restorative, while promoting a positive learning environment and supportive experience. In the meeting, the student and faculty member/instructor will review:
 - CCA's Academic Integrity Guideline
 - The allegation of the academic integrity violation and its referral to the Dean of Student Success (or designee)
 - Supporting information of the alleged academic integrity violation to the student, and
 - If applicable, the potential impact on the student, faculty member/instructor, course, and larger CCA community
 - The student and/or faculty member/instructor may bring a support person to the meeting to provide both emotional and moral support. Examples of support people are peer, parent/ legal guardian, spouse/partner, mentor or CCA employee. If a support person will be attending, it is expected that the student and/or faculty member/instructor notify the other party at least 24 hours in advance that they will have a support person joining the meeting via email.

4 Outcome and Communication

- **If it is determined that a violation of academic integrity has not occurred:**
 - The faculty member/instructor will send an email to the student within three (3) business days, thanking them for attending the meeting and sharing their perspective, while also providing rationale for their decision of no responsibility.
 - The faculty member/instructor will notify the Dean of Academic Success and the Dean of Student Success (or designee) that there is no violation of academic integrity, and the case will be closed in Maxient.

- **If it is determined that a violation of academic integrity has potentially occurred:**
 - The faculty member/instructor will notify the Dean of Academic Success via email.
 - The Dean of Academic Success will consult the Dean of Student Success (or designee) to identify any extenuating or additional information about the student involved in the potential academic integrity violation, including information about any prior violations of academic integrity.
 - The faculty member/instructor and the Dean of Academic Success meet to discuss the potential academic integrity violation (any information about prior violations will not be shared during this discussion).
 - If the Dean of Academic Success and faculty member/instructor agree that a violation of academic integrity has not occurred, no academic outcome will be issued, and the case will be closed in Maxient. The Dean of Academic Success or the faculty member/instructor will communicate this finding and the rationale for that decision to the Dean of Student Success (or designee) and to the student via the student's CCA issued email address.
 - If the Dean of Academic Success and faculty member/instructor agree that a violation of academic integrity has occurred, they will discuss and agree on an academic outcome and, if applicable, an educational outcome that best fits the student's needs.
 - The Dean of Academic Success will notify the student of the academic outcome and, if applicable, the educational outcome via the student's CCA issued email address and record all outcomes in Maxient. The Dean of Academic Success may include resources applicable to the situation in their email to the student. The communication of outcome will be completed within three (3) business days of the meeting.
 - The Dean of Academic Success will ensure that the student understands the impact of engaging in this type of behavior. They will also inform the

student that the violation may be referred to the Dean of Student Success (or designee).

- **If it is determined that a violation of academic integrity has occurred and the student does not have previous violations of academic integrity,** the Dean of Academic Success will provide case management by documenting the incident and closing the case in Maxient. The Dean of Academic Success may provide a copy of the report to the Department Chair.
- **If it is determined that a violation of academic integrity has occurred and the student has previous violations of academic integrity,** the Dean of Academic Success will collaborate with the Dean of Student Success (or designee). They will send a notification to the student via their CCA college issued student email to participate in a student conduct meeting.

Process for 2nd + Allegation in the Course

- 1** The faculty member/instructor identifies a potential academic integrity violation.
 - 2** The faculty member/instructor will notify the student within three (3) business days of when incident is identified. This initial contact can be in person, via video conferencing software, by phone, or via email, but a notification must be sent to the student's CCA issued email address.
- Communication to the student should be conducted privately, and will include:
 - Invitation to meet to discuss the potential academic integrity violation
 - Supporting information related to the potential academic integrity violation
 - Information related to the CCA guideline
 - The faculty member/instructor will use the email template provided in the Academic Integrity D2L shell to communicate information about the the potential academic integrity violation and the request for a meeting.

- The faculty member/instructor will complete an Academic Integrity Referral, which will be routed to the Dean of Student Success (or designee) and the Dean of Academic Success for the department in which the course is delivered. The purpose of this referral is to notify the Office Student Success of the potential violation and to expedite any student requests for support from that office. The referral will not result in any direct communication to the student from the Office of Student Success.
- No grade or outcome will be determined at this point.
- Student response
 - The student must reply within three (3) business days from when the follow-up email was sent via their CCA issued email account. The instructor must confirm the appointment with a follow-up email to the student providing date, time, and location of meeting.
 - If an accommodation or translation and interpretation service is requested, the faculty member/instructor and student must allow at least three (3) business days for the Office of Disability & Equity to provide the needed support for the meeting.
 - If there is no reply from the student to the request to schedule a meeting after three (3) business days, the faculty member/instructor will notify the Dean of Student Success (or designee) and the Dean of Academic Success for the department in which the course is delivered, and a student conduct process for non-compliance will be initiated.

3 The meeting between the student and faculty member/instructor occurs.

- The meeting between the student and faculty member/instructor is intended to facilitate a conversation that is both educational and restorative, while promoting a positive learning environment and supportive experience. In the meeting, the student and faculty member/instructor will review:
 - CCA's Academic Integrity Guideline

- The allegation of the academic integrity violation and its referral to the Dean of Student Success (or designee)
- Supporting information of the alleged academic integrity violation to the student, and
- If applicable, the potential impact on the student, faculty member/instructor, course, and larger CCA community
- The student and/or faculty member/instructor may bring a support person to the meeting to provide both emotional and moral support. Examples of support people are peer, parent/ legal guardian, spouse/partner, mentor or CCA employee. If a support person will be attending, it is expected that the student and/or faculty member/instructor notify the other party at least 24 hours in advance that they will have a support person joining the meeting via email.

4 Outcome and Communication

- ***If it is determined that a 2nd violation of academic integrity has not occurred:***
 - The faculty member/instructor will send an email to the student within three (3) business days, thanking them for attending the meeting and sharing their perspective, while also providing rationale for their decision of no responsibility.
 - The faculty member/instructor will notify the Dean of Academic Success and the Dean of Student Success (or designee) that there is no violation of academic integrity, and the case will be closed in Maxient.
- ***If it is determined that a 2nd violation of academic integrity has potentially occurred:***
 - The faculty member/instructor will notify the Dean of Academic Success via email.
 - The Dean of Academic Success will consult the Dean of Student Success (or designee) to identify any extenuating or additional information about the student involved in the potential academic integrity violation, including

information about any prior violations of academic integrity.

- The faculty member/instructor and the Dean of Academic Success meet to discuss the potential academic integrity violation (any information about prior violations will not be shared during this discussion).
- If the Dean of Academic Success and faculty member/instructor agree that a 2nd violation of academic integrity has not occurred, no academic outcome will be issued, and the case will be closed in Maxient. The Dean of Academic Success or the faculty member/instructor will communicate this finding and the rationale for that decision to the Dean of Student Success (or designee) and to the student via the student's CCA issued email address.
- If the Dean of Academic Success and faculty member/instructor agree that a 2nd violation of academic integrity has occurred, they will discuss and agree on an academic outcome appropriate for a 2nd violation and, if applicable, an educational outcome that best fits the student's needs.
- The Dean of Academic Success will notify the student of the academic outcome and, if applicable, the educational outcome via the student's CCA issued email address and record all outcomes in Maxient. The Dean of Academic Success may include resources applicable to the situation in their email to the student. The communication of outcome will be completed within three (3) business days of the meeting.
- The Dean of Academic Success will ensure that the student understands the impact of engaging in this type of behavior. They will also inform the student that the violation may be referred to the Dean of Student Success (or designee).
- ***If it is determined that a violation of academic integrity has occurred and the student does not have previous violations of academic integrity,*** the Dean of Academic Success will provide case management by documenting the incident and closing the case in

Maxient. The Dean of Academic Success may provide a copy of the report to the Department Chair.

- ***If it is determined that a violation of academic integrity has occurred and the student has previous violations of academic integrity,*** the Dean of Academic Success will collaborate with the Dean of Student Success (or designee). They will send a notification to the student via their CCA college issued student email to participate in a student conduct meeting.

ACADEMIC INTEGRITY PROCESS FOR DEAN OF STUDENT SUCCESS (OR DESIGNEE) & DEAN OF ACADEMIC SUCCESS

1 The Dean of Student Success (or designee) and Dean of Academic Success receive an Academic Integrity Referral.

2 The Dean of Student Success (or designee) and the Dean of Academic Success determine if the student has a previous violation of academic integrity via the Maxient database.

- ***If the student does not have previous violations of academic integrity:***
 - The Dean of Academic Success will provide case management as described above, and by documenting the incident and closing the case in Maxient. The Dean of Student Success may provide a copy of the report to the Department Chair.
- ***If the student has a previous violation of academic integrity:***
 - The Dean of Academic Success will review the student's academic history and collaborate with the Dean of Student Success (or designee) and initiate a student conduct process. This process may run simultaneously with that of the faculty member/instructor meeting with a student.

3 If a student conduct process is required, the Dean of Student Success (or designee) in collaboration with the Dean of Academic Success will:

- Send a notification to the student to their CCA issued student email to participate in a student conduct meeting.
- Hold a meeting with the student to discuss the potential academic integrity violation.
- Identify the appropriate conduct outcomes based on the CCA Academic Integrity guideline, if applicable.
- Notify the student of the conduct outcome via their CCA college issued student email for both responsible and not responsible findings within three (3) business days from the day of the meeting.

CCA ACS 2.23: Tutoring

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PURPOSE

This guideline provides information on the tutoring services available to students, and the hiring, scheduling, and compensation processes followed by the College.

DEFINITIONS

- **TutorMe:** An online service that allows tutors and learners to connect.

DESCRIPTION

The Community College of Aurora's (CCA) mission is to provide high quality tutoring services to support students in the successful attainment of their academic goals. Within the Academic Success Division, tutoring services are offered by the Academic Learning Center (ALC) and academic departments.

All tutors are compensated on an hourly basis and for the term. The hourly pay rates, based on academic credentials, are recommended by the Director of the ALC by mid-April and approved by the Vice President of Academic Success for the following academic year.

TUTORING OFFERED BY THE ACADEMIC LEARNING CENTER RESPONSIBILITIES

The Academic Learning Center is responsible for:

- Providing accessible, high quality and equitable tutoring services to all CCA students (concurrent enrollment and non-concurrent enrollment) at no cost to them on both campuses and
- Offering administrative support to academic departments offering tutoring services to specific groups of students

- Facilitating professional development opportunities to all tutors regardless of whether employed by the ALC or an academic department

MODALITIES

The ALC offers subject matter tutoring services in a variety of modalities:

- Online:
 - On demand tutoring services facilitated 24/7 through TutorMe (or equivalent platforms) on hundreds of subject matters. Students are allotted up to ten (10) hours of this online on-demand tutoring services per week
 - Scheduled tutoring services in Math, Science, and Writing facilitated by tutors hired by the ALC. They are available in half-hour blocks up to one-hour long appointments. There is no limit to the number of online tutoring hours that students can schedule per week
- In-person:
 - Facilitated by tutors employed by the ALC
 - Writing tutoring is by appointment only
 - Math, Science, and English as a Second Language tutoring is drop-in only
 - There is no limit to the number of in-person tutoring hours that the students can schedule per week

As a courtesy, the ALC has compiled a list of private tutors that the students can hire for pay. The ALC also makes available a list of private tutors that the students can hire for pay. All aspects of the business relationship between the student and private tutor are independent of CCA. Neither the college nor the