

Oregon Tech Policy OIT-14-030 Student Academic Integrity

1. Policy Statement

This policy defines academic dishonesty and its various forms in the interest of maintaining academic integrity and a beneficial learning environment for Oregon Tech 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.

2. Reason for Policy/Purpose

As part of our mission to enable students to become responsible citizens by developing ethical awareness, Oregon Tech expects that students, staff, and faculty 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. Oregon Tech considers academic dishonesty to be an unacceptable practice.

3. Applicability/Scope

This policy applies to all students of the university currently enrolled in coursework.

4. 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 policy, 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 a form of GenAI. The use of such suggestions within or between a sentence is similar to using spellcheck and is allowable, though in the interest of learning, students are advised to consider the effectiveness of GenAI suggestions.

5. Policy

5.1 Academic Action and Disciplinary Procedures

Disciplinary procedures for incidents of academic dishonesty may involve both academic and administrative action. After following the settlement procedures outlined below, the instructor of record may choose one or more of the following actions:

1. Provide a written warning to the student (with copy to the Office of Student Affairs).
2. Award a failing mark on the test or paper in question.
3. Require the student to retake the test or resubmit the paper.
4. Refer the case to the Student Hearing Commission.

Academic action by instructor of record may not include assigning a grade of "F" for the course or administratively withdrawing the student from the course based solely upon the incident of academic dishonesty. (Oregon Department of Justice Memorandum, 1979)

Administrative directors who determine in the course of their duties that academic dishonesty has occurred will also use the settlement procedures outlined below, notifying the instructor of record, and may choose either action 1 or 4, above.

All academic dishonesty cases will be reported to the Office of Student Affairs. If a faculty member and/or administrative director has evidence that a student has violated the Student Academic Integrity policy, the case may be handled either through settlement or a hearing. If the student is attending Oregon Tech, the faculty member and/or administrative director must meet with the student as soon as possible after discovering the violation. After meeting with the student, the faculty member and/or administrative director will determine the appropriate procedure based on the following:

1. If the faculty member and/or administrative director believes that the suspected violation can be resolved under the settlement procedures, they will contact the Office of Student Affairs to determine if the student is eligible for settlement. If a student has a prior academic dishonesty offense, they are not eligible for settlement.

2. If the student is eligible, the faculty member and/or administrative director may proceed with the settlement procedure.
3. If the student is not eligible for settlement, or if the faculty member or administrative director believes the suspected violation is serious enough to warrant a greater penalty than those outlined under the disciplinary procedures, the faculty member or administrative director must refer the case to the Student Hearing Commission by notifying the Office of Student Affairs.

Course Instructors may use a GenAI Detection Program to assist in identifying the possible unauthorized use of GenAI. GenAI detection programs should not serve as the only evidence for a violation of unauthorized use of GenAI. GenAI Detection Program results are not enough to determine academic dishonesty without a more in-depth review of a student's previous work.

5.2 Settlement Procedures

1. Faculty member and/or administrative director meets with the student and presents them with the allegation and evidence of the academic integrity violation.
2. Faculty member and/or administrative director requests an explanation from the student.
3. After hearing the explanation, the faculty member and/or administrative director will determine whether a violation has occurred. If so, they will fill out a settlement form noting the penalty and give a copy of the form to the student.
4. The student will be allowed 48 hours to consider and seek advice on whether to admit guilt and accept the penalty by signing the form.
5. If the student agrees to sign, the original must be signed in the faculty member's or administrative director's presence.
6. If settlement is reached, the faculty member and/or administrative director imposes the penalty and delivers the settlement form in a "confidential" envelope to the Office of Student Affairs who keeps a record of offenses. The student is given a copy of the form.
7. If the student refuses to meet with the instructor or administrative director, the faculty member and/or administrative director must forward the form to the Office of Student Affairs.
8. If during the meeting the student neither admits guilt nor agrees with the penalty and signs the settlement form accordingly, the faculty member and/or administrative director must forward the form to the Office of Student Affairs.
9. Students have the right to file an appeal as outlined in the Student Handbook.

5.3 Record Keeping

All Academic Dishonesty Settlement forms must be forwarded to the Office of Student Affairs.

6. Links to Related Procedures, Forms, or Information

[Dean of Students](#)
[Student Hearing Commission](#)

Standards of conduct are authorized by Oregon State Board of Higher Education Administrative Rules, Chapter 580, Division 22, Section 0015, and by concurrent action of the ASOIT and the Faculty Senate with the approval of the President of the College acting on behalf of the Oregon State Board of Higher Education.

7. Policy Review/Consultation

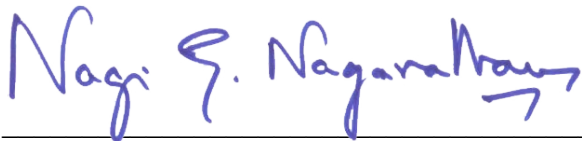
This policy was reviewed and open to consultation by the following Oregon Tech committees and/or advisory groups:

- Faculty Senate

This policy was adopted pursuant to Oregon Tech's policy review and making process.

8. Policy Approval

Approved by the President on January 24, 2025.



Nagi G. Naganathan, Ph.D., ASME Fellow
President

Supersedes

OIT-14-030 dated November 10, 2005

Revision Dates

January 7, 2025

November 10, 2005

October 11, 2004