



ACADEMIC INTEGRITY POLICY

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NCOM STATEMENT ON ACADEMIC INTEGRITY

NCOM is a community of educators, researchers, and students committed to the highest standards of integrity in all aspects of professional and academic endeavors. Intellectual integrity is a hallmark of ethical, scholarly, and scientific inquiry. Students and faculty are expected to engage in a mutual respect for teaching, learning and the acquisition/dissemination of knowledge. They are expected to adhere to the loftiest standards of honesty, fairness, and professional conduct in their work/studies and respect all NCOM and professional community members.

Academic and professional dishonesty undermines our shared culture and our ability to trust each other. Faculty, staff, and leaders bear a significant responsibility for promoting a climate of integrity, in the clarity with which they state their expectations, the behavior in which they mentor to members of the NCOM community and in the diligence with which they monitor students. Students, faculty, and staff must avoid all acts of dishonesty, including, but not limited to, cheating, fabricating, tampering, lying, plagiarizing, and utilizing AI tools without acknowledgment of such, as well as facilitating or tolerating the dishonesty of others. Academic and Professional dishonesty diminishes scholarly quality and defrauds those who depend on the knowledge and integrity of our graduates. Furthermore, it misrepresents student efforts and mastery of course material.

NCOM views violations of academic and professional integrity with the utmost gravity. Any such violations will lead to appropriate sanctions, up to and including dismissal from NCOM.

The NCOM policy on academic and professional integrity outlined in this document, is designed to guide students, faculty, and staff as they prepare assignments, take exams, engage in research, and perform work necessary to complete degree requirements, and to provide a framework for faculty/staff in fostering a professional environment based on the principles of academic integrity and professionalism. It is presented here in order to educate the faculty and staff on the parameters of and the enforcement of the policy.

The International Center for Academic Integrity (ICAI), of which NCOM is a member, lists six fundamental values: honesty, trust, fairness, respect, responsibility, and courage, to allow institutional scholarship to flourish with integrity.¹ To sustain these values, NCOM's Academic Integrity Policy, requires that a student, faculty/staff member or researcher:

- Properly acknowledge and cite all use of the ideas, results, or words of others, including the use of AI tools and other emerging technologies;
- Properly acknowledge all contributors to a given piece of work;
- Make sure that all work submitted as their own in a course or other academic activity is produced without the aid of unsanctioned materials or unsanctioned collaboration;
- Treat all other students in an ethical manner, respecting their integrity and right to pursue their educational goals without interference. This requires that a student neither facilitate academic dishonesty by others nor obstruct their academic progress.

Adherence to these principles is necessary in order to ensure that:

- Everyone is given proper credit for their own ideas, words, results, and other scholarly accomplishments;
- All student work is fairly evaluated and no student has an inappropriate advantage over others;
- The academic and ethical development of all students are fostered;
- The reputation of NCOM for integrity in its teaching, research, and scholarship is maintained and enhanced.

Failure to uphold these principles threatens the reputation of NCOM, but also the value of the degree awarded by the institution. All members of the NCOM community share the responsibility for ensuring that the highest standards of academic integrity and professionalism are upheld.

NCOM works with faculty, staff, and students to promote a culture of integrity and professionalism, provides effective training that creates a commitment to each, and establishes

clear procedures to deal with allegations of violations of academic integrity or professionalism and monitoring the adherence thereto.

VIOLATIONS OF ACADEMIC INTEGRITY

The following are considered to be violations of academic integrity and are prohibited by NCOM. Students, staff, faculty, and other members of the NCOM community who commit any of the offenses (or similar) listed below, or those who assist in the commission of such offenses, may be subject to sanctions (i.e. classed as A, B, or C, as described below in the section “Procedures in Response to Violations of Academic Integrity”).

PLAGIARISM

Plagiarism is defined as the unauthorized use of the writings, ideas and/or computer-generated material of others without appropriate acknowledgement, and the representation of them as one’s own original work. It also includes the unauthorized use of computer-generated material via artificial intelligence (AI) and other emerging technologies without appropriate acknowledgement and the representation of them as one’s own original work. Plagiarism encompasses acts of inadvertent failure to acknowledge sources, as well as improper attribution due to poor citation.

When using ideas/words from other sources, the student, faculty, or staff member must clearly define the sources using standard methods of citation. Plagiarism can occur even when one does not use the exact words of another author. Paraphrasing written material by changing or rearranging words without the proper attribution is still considered plagiarism (even if it eludes identification by plagiarism detection software). It is therefore critically important that students understand how to cite appropriately. If students have any questions about the proper use and citation of material from other sources, they should seek help from faculty, staff, or leaders.

INTENTIONAL PLAGIARISM

Plagiarism takes many forms. **Flagrant forms, or intentional plagiarism,** include, but are not limited to:

- Purchasing a paper;
- Commissioning another to draft a paper on one’s behalf;
- Intentionally copying a paper regardless of the source and whether or not that paper has been published;
- Copying or cutting and pasting portions of others’ work (whether a unique phrase, sentence, paragraph, chart, picture, figure, method or approach, experimental results, statistics, etc.) without attribution;
- Using computer-generated material via artificial intelligence (AI) and other emerging technologies without attribution;
- In the case of clinical documentation, copying/pasting clinical notes/materials without personally performing the patient history/examination each and every time. This includes one’s own previous notes.

Plagiarized sources may include, but are not limited to, print material, digital and media resources including social media and blogs, as well as assignments completed by other students at NCOM or elsewhere. A more subtle, but equally flagrant, form is paraphrasing or attempting to put in one’s own words the theories, opinions or ideas of another without proper citation.

Additionally, students, staff, or faculty may not reuse their own previous work without appropriate citation. This is a form of plagiarism called self-plagiarism and may mislead the reader or grader into the erroneous belief that the current submission is new work to satisfy an assignment.

If students are unsure as to whether a fact or idea is common knowledge, they should consult their faculty, staff or librarian, or else provide appropriate citations.

UNINTENTIONAL PLAGIARISM

Plagiarism is not only the failure to cite, but the failure to cite sources properly. If a source is cited but in an inadequate way, the student/staff/faculty may still be guilty of unintentional plagiarism. It is therefore crucial that students understand the correct way to cite. The rules are relatively simple:

- For exact words, use quotation marks or a block indentation, with the citation
- For a summary or paraphrase, indicate exactly where the source begins and exactly where it ends

In its policies and disciplinary procedures, NCOM will seek to differentiate between intentional plagiarism, and failure to cite sources properly (unintentional plagiarism). While both forms are violations of this policy, a student's first instance of unintentional plagiarism may only be penalized with a Class C sanction (see sanctions below).

CHEATING ON EXAMINATIONS AND OTHER CLASS/FIELDWORK ASSIGNMENTS

Cheating is defined as improperly obtaining and/or using unauthorized information or materials to gain an advantage on work submitted for evaluation. Providing or receiving assistance unauthorized by the instructor is also considered cheating.

Examples of cheating include, but are not limited to:

- Giving or receiving unauthorized assistance to or from another person on quizzes, examinations, or assignments;
- Using another learner's audience response device/i-clicker;
- Using materials, devices, or tools not specifically authorized during any form of a test or examination;
- Exceeding the restrictions put in place for "take home" examinations, such as unauthorized use of library sources or internet sources, unauthorized use of computer-generated material via artificial intelligence (AI) and other emerging technologies, or unauthorized collaboration on answers;
- Sitting in for someone else or permitting someone to sit in for a student on any form of test or examination;
- Working on any form of test or examination beyond the allotted time, which includes any extra time resulting from a documented accommodation (unless the instructor provides explicit permission);
- Hiding, stealing or destroying materials needed by other students;
- Altering and resubmitting for re-grading any assignment, test or examination without the express written consent of the instructor;

- Copying from another individual's examination or providing information to another student during an examination;
- Soliciting, obtaining, possessing or providing to another person an examination prior to the administration of the examination.
- Bringing into the examination room notes in any format and/or paper, electronics, writings, drawings, etc. that could be used to aid in taking a closed notes/book exam.

Examples of unauthorized assistance include:

- Giving or receiving assistance or information in any manner, including person-to-person, notes, text messages, or e-mails, during an examination or in the preparation of other assignments without the authorization of the instructor;
- Receiving assistance via artificial intelligence (AI) and other emerging technologies without the authorization of the instructor;
- Using crib sheets or unauthorized notes (unless the instructor provides explicit permission);
- Copying from another individual's exam.

Failure to comply with any and all NCOM testing procedures will be considered a violation of the Academic Integrity Policy.

RESEARCH MISCONDUCT

The integrity of the scientific enterprise requires adherence to the highest ethical standards in the conduct of research and research training. Therefore, students, faculty, staff and other affiliated trainees conducting research are bound by the same ethical guidelines that apply to faculty investigators, based on the Public Health Service regulations dated May 17, 2005. Research misconduct is defined in the United States Public Health Service (USPHS) Policy as "fabrication, falsification, or plagiarism in proposing, performing, or reviewing research, or in reporting research results."² These terms are defined as follows:

- (a) *fabrication* - making up data or results and recording or reporting them;
- (b) *falsification* - manipulating research materials, equipment or processes, or changing or omitting data or results such that the research is not accurately represented in the research record;
- (c) *plagiarism* - the appropriation of another person's ideas, processes, results, or words without giving appropriate credit.

Research misconduct does not include honest error or honest differences of opinion.

Please refer to NCOM's Research Misconduct Policy R-03 for more information.

OTHER UNETHICAL CONDUCT

MISLEADING OR FRAUDULENT BEHAVIOR

Misleading or fraudulent behavior, put simply, is lying, and includes acts contributing to or associated with lying. It takes on any form of fabrication, falsification or misrepresentation. Examples include, but are not limited to:

- Reporting false information to gain an advantage;
- Omitting information or data resulting in misrepresenting or distorting findings or conclusions;

- Providing false information to explain lateness or to be excused from an assignment, class or clerkship function;
- Signing in another person's name on any attendance sheet/roster representing them as present when they are not;
- Falsely accusing another of misbehavior, or otherwise misrepresenting information about another;
- Providing false information about oneself, such as on an application or as part of some competition;
- Taking credit for accomplishments achieved by another person or computer-generated material via artificial intelligence (AI) and other emerging technologies;
- Omitting relevant information about oneself.

TAMPERING

Tampering is the unauthorized removal or alteration of college documents (e.g., library resources, official institutional forms, correspondence), software, equipment, or other academic-related materials, including other students' work. It should be noted that tampering as a form of cheating may also be classified as criminal activity and may be subject to criminal prosecution.

Examples include, but are not limited to:

- Intentionally sabotaging another student's work;
- Altering a student's academic transcript, letter of recommendation, or some other official college document;
- Electronically changing another student's or colleague's files, data, assignments, or reports.

COPYRIGHT VIOLATIONS

Academic integrity prohibits the making of unauthorized copies of copyrighted material, including software and any other non-print media. Individuals, under the legal doctrine of "fair use," may make a copy of an article or copy small sections of a book for personal use, or may use an image to help teach a concept. Examples of copyright violations include:

- Making or distributing copies of a copyrighted article for a group (on paper or electronically);
- Disseminating an image or video of an artist's work without permission, including those found on the internet;
- Copying large sections of a book.

The "fair use doctrine" regarding use of copyrighted materials can be found at the following link: <https://www.copyright.gov/fair-use>. Also see the library's guide on frequently asked copyright questions.

SANCTIONS

The following sanctions may be imposed for violation of this Policy. Informal resolution of violations can be accompanied by Class C sanctions only. Formal resolution can be accompanied by any combination of sanctions from Class A, B, and C. Except in the case of a student's expulsion or dismissal, any student found to have violated this Policy may be required to take additional ethics tutorials.

Class A Sanctions:

- Expulsion/dismissal
- Revocation of awarded degree in the event that the violation is identified after graduation

Class B Sanctions:

- Suspension (up to twenty-four months)
- Indication of the violation in a letter of reprimand, in reference letters, licensure and regulatory forms, etc.
- Notification of the violation to the other schools in a shared/combined degree program
- Indication of 'disciplinary action for academic integrity violation' on the permanent transcript

Class C Sanctions:

- Placement on Academic/Professionalism Probation
- Failure in the course, with consequences as determined by the individual Department's rules and regulations
- Reduction of the grade for a particular submitted piece of work, segment of work required for a course/clerkship, or the entire course/clerkship with or without the option of redoing the work or the course/clerkship
- Requiring the student to redo the assignment or to do an alternative assignment, which may include a grade reduction

PROCEDURES IN RESPONSE TO VIOLATIONS OF ACADEMIC INTEGRITY

This Academic Integrity Policy applies to all NCOM students. Any act in violation of this Policy or any allegation of misconduct related to this Policy involving a student, faculty, or staff member must be reported and addressed in accordance with the adjudication procedures outlined below.

The Dean/CAO shall designate a member of the school's administration as Chair of the Academic Integrity, Conduct, and Professionalism Committee to oversee the adjudication of violations and to maintain appropriate documentation. The Chair will maintain written records of all violations and recommendations, both informal and formal. The Chair must be an assistant dean or higher, or another appropriate responsible individual approved by the Dean/CAO of NCOM.

The Dean/CAO of NCOM shall designate a Committee that will adjudicate violations of academic integrity via a formal Hearing process.

The Dean/CAO will appoint an Associate Dean to be responsible for hearing formal resolution appeals (herein referred to as the "Appeals Dean"). The Chair and the Appeals Dean cannot be the same individual.

REPORTING A CASE OF SUSPECTED PLAGIARISM OR CHEATING

Faculty, staff, or students may report an alleged incident to: Department Chair, Department Vice Chair, Program Director, Course Coordinator, Department Director, Division/Section Chief, Assistant Dean, Associate Dean, Dean/CAO, or ACPC Chair directly.

For the sake of clarity, the faculty member's supervisor for these infractions will be the appropriate Associate Dean.

Faculty members, students, or other members of the NCOM community who encounter suspected academic integrity violations should contact the relevant Associate Dean. The appropriate Associate Dean will consult with the faculty member, and if a violation is identified, the faculty member will inform the student. The Associate Dean (when the infraction is not handled at the Associate Dean level/meets criteria for immediate review by the ACPC) will report all suspected violations in writing (using the *Academic Integrity Violation Reporting Form*) to the ACPC Chair, who will advise the Associate Dean on whether to pursue an informal or a formal resolution. For first-time suspected violations, the Chair, Associate Deans, and faculty are strongly encouraged to seek an informal resolution with the student (unless the infraction meets criteria for a formal resolution). No permanent grade may be entered onto the student's record for the course in question before the issue is resolved.

If an instructor/proctor strongly suspects cheating during an exam, the instructor/proctor should stop the student's exam and collect all evidence of cheating. The incident should be immediately reported to the Associate Dean of Academic Affairs who will investigate and report in writing to the Committee Chair.

RESOLUTION OF ACADEMIC INTEGRITY VIOLATIONS

Incidents of academic integrity violations are reported to the Associate Dean, and a report by the Associate Dean is submitted to the Chair for those that meet criteria under the ACPC Bylaws, Policies, and Procedures. The method of resolution of the violation may be either informal or formal. Students who are found to have violated NCOM's Standards of Academic Integrity are subject to the sanctions listed above.

Should a student action be of such a serious nature that it is felt that he/she may be considered a danger in an academic or clinical setting, the Chair or the Associate Dean may remove such a student from the academic setting or a clinical assignment, not to exceed fourteen (14) days pending the outcome of a formal resolution. A student shall not be removed from virtual access to a didactic course while an allegation of an academic integrity violation is ongoing. It is the responsibility of the student to work with the Associate Dean to make up any time missed from an academic or clinical assignments.

INFORMAL RESOLUTION

After consulting with the Associate Dean and the Academic Conduct and Professionalism Committee (ACPC) Chair (as per "Reporting a Case of Suspected Plagiarism or Cheating"), the Associate Dean or faculty member may attempt to resolve the issue informally with the student. Once an informal resolution is agreed to between the Associate Dean, faculty member, and the student, the faculty member must present such resolution to the Associate Dean for approval. The faculty member, in consultation with the Associate Dean, may impose any range of Class C sanctions, but must include requiring the student to take additional ethics tutorials intended to assist

that student to avoid future misconduct. Once accepted by the student, the informal resolution is binding on both the student and faculty member, and cannot be appealed by the student.

If the student is found to have committed an academic integrity violation, the outcome of the informal resolution should be reported in writing by the Associate Dean to the Chair, who will maintain the record for the duration of the student's academic career. NOTE: NCOM may be required to report the violation to outside licensing agencies.

The informal resolution process is not available to individuals who have previously committed an academic integrity violation.

FORMAL RESOLUTION

In the event that (1) the accused student denies the charge, (2) the student, Associate Dean or faculty member do not agree to informal resolution, (3) the student has been previously found guilty of a similar infraction, or (4) for any other reason for which informal resolution is not appropriate as determined by the Chair, then the matter shall be submitted for formal resolution.

To institute formal resolution, the following procedures shall be followed:

- The Chair receives a written statement from the instructor, proctor, student, or any other complainant, as the case may be
- The written statement must include the name of the involved student(s), the name and position of the reporting person, and the nature of the alleged act
- The Chair shall arrange a hearing which, generally speaking, should take place no earlier than five (5) calendar days and no later than twenty (20) calendar days after notification that informal resolution was unsuccessful or not pursued.
- The hearing shall take place before the full ACPC
- The ACPC shall receive the written statement, and any documents submitted by the student or reporting person
- All persons involved in a hearing shall be given notice of all hearing dates, times and places (including virtual/digital meetings). Such notice, which will be sent by e-mail will be given at least two (2) business days prior to any hearing, unless waived by the parties involved.
- Postponements of ACPC hearings may be made at the discretion of the Committee Chair. Either party may be granted a postponement only if pertinent information or interested parties cannot, for good cause, be present at the appointed time. Any postponement may not extend beyond a thirty (30) business day period and any delay may affect the student's ability to progress in the program
- The accused student and the accuser will be afforded the following opportunities:
 - To review, but not copy, all pertinent information to be presented to the ACP Committee. The length of time for review shall be reasonable, as determined by the Committee Chair.
 - To present fully all aspects of the issue before the ACP Committee.

Committee Hearings will proceed under the following guidelines:

- All ACP Committee hearings and meetings are closed to the public
- The ACP Committee may hear the student, the faculty member or proctor, and any other individual who may be knowledgeable or may have information to share with the Committee regarding the suspected offense. Each person will meet with the ACP Committee on an individual basis

- The ACP Committee may consider relevant written reports, discussions with involved parties, examinations, videos, papers, screen shots, social media posts, or other related documents
- The ACP Committee must be comprised of a minimum of three people, who must be present either in person or via video-conference, and may not be the faculty member of the course in question
- All decisions shall be made by majority vote. The Chair only votes in the event of a tie
- The student has the right to appear before the ACPC, in person or via video conference, in order to present his/her case, but, after proper notice of a hearing, the ACPC may proceed, notwithstanding the student's absence
- The hearing is academic/professional in nature and non-adversarial. Student representation by an attorney or other representative at the hearing is not permitted. However, the student may bring a support person to accompany them and be present, but not participate, in the hearing
- Audio or video recordings of the hearing are not permitted and transcripts are not required but minutes will be taken
- All information supporting the charges made against a student shall be presented first. Following this presentation, the student who has been accused of a violation will present their side of the matter by submitting to the ACPC information that they choose to submit to support their stance or position. The Chair or their designee, Office of Institutional Compliance or other members of the faculty and Administration may also meaningfully participate in this information exchange. Pursuant to the NCOM Code of Conduct/professionalism, the student is expected to conduct themselves harmoniously so as not to obstruct the investigation or proceedings
- The student, their accuser, the ACPC and/or NCOM's representatives may raise questions about the information under review so that all aspects of the case are clarified

The ACPC shall reach a decision using the following guidelines:

- The ACPC will meet in closed session to reach a decision, including recommended sanctions, if applicable. Such meeting shall generally be held immediately after the hearing or within one NCOM business day
- If the ACPC seeks additional information following commencement of its deliberations, it will notify the parties within two (2) NCOM business days, and reconvene the hearing within five (5) NCOM business days of the conclusion of the original hearing. The ACPC's final decision must then be made and referred to the Associate Dean for final disposition
- The Committee may recommend an imposition of a range of Class A, B, or C sanctions

The Committee's decision must be based solely on the evidence presented at the hearing and will be sent as findings and recommendations to the Associate Dean for final disposition of the issues involved, including sanctions. The decision of the Committee will be presented in writing to the CHAIR, the student, and the Associate Dean. The Committee's letter will contain the following elements: Charge; Hearing Date; Findings; List of recommended sanctions; and the Associate Dean to whom final adjudication was deferred. In the event the case involved a student in a dual-degree or joint- degree program each relevant school should be informed of the decision.

APPEAL PROCESS

- Following a Formal Resolution Hearing and notification of the Associate Dean's final decision, either party may appeal the decision. An appeal may only be granted on the basis of: 1) evidence of bias of one or more of the members of the ACP Committee or the deciding

Associate Dean; 2) new material documenting information that was not available at the time of the decision; 3) procedural error

- The appellant has three (3) business days within which to submit a formal written appeal of the decision to the Appeals Dean for NCOM. The appeal should be accompanied by the ACP Committee's and Associate Dean's letter and both by narrative explaining the basis for the student's appeal. The narrative should fully explain the appellant's position and substantiate the reason(s) for their appeal
- The Appeals Dean may request to meet with the student involved.
- After consideration of the Appeal, the Appeals Dean may accept, reject or modify the Committee's recommendations and Associate Dean's decision, and will notify the student in writing of the decision
- The Appeals Dean, when notifying the student of the decision, shall inform the student of their right to appeal an adverse decision to the Dean/CAO

A copy of the Appeals Dean's final decision will be transmitted to the Chair and Associate Dean.

A student has three (3) business days from receipt of written notification to submit a formal written appeal of the decision, that is discretionary in nature, to the Dean/CAO or their designee. In the event the Dean/CAO decides to consider the matter, the Dean/CAO may only sustain the appeal on the basis of one of the following:

- Evidence of bias of one or more of the members of the ACPC, Associate Dean, or of the Appeals Dean
- New material documenting information that was not available to the Committee, Associate Dean, or the Appeals Dean at the time of the initial decision
- Procedural error

The Dean/CAO may, at their discretion, conduct interviews and review materials. The Dean/CAO will notify the student, the Chair, the Appeals Dean, and the Associate Dean in writing of the appeal decision. The decision of the Dean/CAO shall be final.

STATUS OF STUDENT PENDING ACTION

Pending resolution on charges, the status of the student will not be altered except in cases where the student may be considered a danger in an academic or clinical setting. Such a student may be suspended from the academic (but will be allowed virtual access to the curriculum) or clinical aspect of their program pending the outcome of a formal resolution. If a student is suspended for any reason, all as-yet-undisbursed financial aid may be withheld unless or until the action is fully resolved and the student is reinstated. If reinstated, the financial aid funds can be released to the student. If the student is dismissed, the funds will be returned to the proper agency or lender.

RECORDKEEPING

The ACPC Chair and Associate Dean will maintain records of all violations and resolutions, both informal and formal. On an annual basis, the Chair will submit data on academic integrity violations to the Dean/CAO.

Such records shall be kept in accordance with the Record Retention Policy as it relates to student records. A student may see their file in accordance with NCOM regulations concerning inspection of records per the policy of Student Privacy.

BEST PRACTICES IN THE PROMOTION OF ACADEMIC INTEGRITY

BY FACULTY

Academic integrity and professionalism are the responsibility of all members of the NCOM community. As educators, researchers, and clinicians, faculty are obligated to demonstrate by word and action the importance of this core value. As members of NCOM community, faculty and staff members are committed to the ethical pursuit of truth, the primacy of patient welfare, and advancement of knowledge, tasks that can be realized only in an environment fully expecting and modeling academic integrity and professionalism. Faculty members and staff are therefore expected to participate fully in establishing an academic or clinical environment in which the principles of integrity and professionalism are understood and practiced by themselves and their students or other learners.

Faculty and staff members are expected to promote academic integrity and professionalism in the following ways in their classes:

- Describe academic integrity and professionalism policies on the first day of orientation, and refer, in each first day of a course/rotation, to the policy of NCOM, including the appeal processes
- Include a clear statement in each course syllabus with a reference to the NCOM academic integrity, conduct, and professionalism policy (including the website where the policy may be found)
- Require that all writing assignments be submitted electronically, preferably through the LMS, and notify students that the submitted material will be checked for plagiarism
- Professors may choose to add an honor pledge at the start of each written assignment and exam for students to sign
- Faculty can engage in meaningful collective conversations with students about the importance of academic integrity, conduct, and professionalism not only in their educational endeavors, but as a key development for their future work as professionals in their respective fields

TRAINING FACULTY AND STAFF

Since promoting academic integrity, conduct, and professionalism is a shared responsibility, it is important that appropriate training and support be offered to faculty and staff throughout the year.

- Faculty development shall include training about and the dissemination of resources to promote academic integrity, conduct, and professionalism among faculty, staff, and their students, including articles/case studies, websites and tutorials
- Faculty development shall also include training in examination security, the NCOM proctoring policy and plagiarism prevention, including how to detect different types of plagiarism and awareness of proper citation
- Orientation, Faculty Development Days, and Faculty Meetings shall include opportunities to disseminate the policies and disciplinary procedures of Academic Integrity, Conduct, and Professionalism at NCOM as well as the sharing of best practices in promoting each of these

- Some best practices include creating process-based or plagiarism-proof assignments (examples are abundant and available, if needed), requiring up-to-date references, and assigning oral reports

TRAINING STUDENTS

Factors that may influence cheating and plagiarism among students include grade pressure, time pressure, task pressure, negative personal attitude, lack of awareness, test anxiety, lack of professional identity development, and lack of competence. It is, therefore, important to provide adequate training of students regarding all relevant parts of this Academic Integrity, Conduct, and Professionalism Policy as well as instruction in best practices to enable students to produce academic work with integrity and professionalism. Students should be provided with as much education and as many opportunities as possible to learn about citation styles, proper writing skills, and plagiarism avoidance.

Faculty should keep in mind the importance of establishing a positive relationship with students and getting to know them and their writing style. A foundational component of higher education is for students to develop their own voice, reflected in their writing. Establishing a relationship of trust between faculty and students can be very helpful in developing a common understanding of expectations on student writing as a component of their intellectual and professional development.

Student Orientation programs shall include sessions on NCOM's Academic Integrity Policy, and each student shall be provided with a copy of the policy at that time. Furthermore, each student must sign an honor statement, which can be distributed to students in the LMS. Since NCOM is mission-based and profession-oriented, the ethical values of the NCOM mission should be referenced in the statement. Students will also be required to complete a library- developed session or sessions that demonstrate research method, information literacy, and ethical and legal use and acknowledgment of sources, including AI.

TESTING PROCEDURES

In order to reduce the opportunity for cheating on examinations, faculty members should employ the following best practices whenever possible:

TEST PREPARATION

- Modify or replace a significant portion of the exam questions each time an exam is re-administered in a course or administered in a separate section
- For courses with large numbers of students and close seating, prepare multiple versions of an exam for that section
- Prepare different versions of multiple-choice exams for use in each section of a course, and two separate exams for very large sections
- Develop, to the extent possible, "cheat proof" essay or problem-solving questions.
- Prepare a different version of the exam for make-up exams

A copy of each examination is to be filed with the Associate Dean of Academic Affairs so that he/she/they can maintain a historical file on exams used in the course.

TEST DUPLICATION AND STORAGE

- Type exams on a secure computer. Do not use NCOM computer labs, where students, work/study students and/or lab technicians can access the files

- Use Exam Soft Software whenever possible
- Print and copy exams on secure printers and copiers
- When duplicating examinations, do the copying yourself, or have a trustworthy administrative assistant do the copying for you. Ensure that all original copies are removed from the copiers and copy room
- Store exams in a secure place, such as the department office or the faculty member's paper or computer files. All exams must be stored in locked file cabinets and secured computers

TEST ADMINISTRATION: PAPER EXAMINATIONS

- Be present or arrange for a proctor as per NCOM proctoring policy during examinations and actively proctor examinations. NCOM may supplement the proctoring by assigning extra proctors
- Do not permit students to have any electronic devices (including cell phones, smart watches, smartphones, iPads, laptops, or other tablet computers, and flash drives) or personal belongings (purses, backpacks) in the room during the examinations
- Separate students by at least one seat, if space permits
- Maintain control of the paper (including scrap) used during the exams

TEST ADMINISTRATION: ONLINE TESTS

- Use appropriate web-browser lock-down software, and a web-cam, as appropriate
- Limit the amount of time students have to complete the exam
- In LMS Quizzes, randomize questions and shuffle answers. Also, in LMS Quizzes, show only one question at a time without the option to go back after answering

POST-TEST PROCEDURES

- If students are permitted to review their exams, conduct the post-exam review in a secure manner, just as you administered the test
- All exams must be collected at the end of the review period

DETECTING PLAGIARISM

NCOM offers Turnitin, a plagiarism detection system accessed through the LMS. Turnitin helps faculty prevent plagiarism by detecting unoriginal content in students' written assignments, including the detection of text potentially generated by AI. It is important to understand that Turnitin must be activated before students submit work in a LMS assignment. Note: Turnitin can only be used for assignments where online submission of file uploads or text entry is required. Though not 100% foolproof, particularly in instances of paraphrase or translation, Turnitin does act as a plagiarism deterrent, and has features designed to help educate students about plagiarism and the importance of proper attribution of any "borrowed" content.

BEST PRACTICES IN THE PROMOTION OF ACADEMIC INTEGRITY IN ONLINE EDUCATION

NCOM is particularly sensitive to the challenges of academic integrity in online education because of the physical separation between faculty members and students. The online teaching environment

poses specific difficulties regarding the administration of examinations and the assessment of student work. These challenges require NCOM to be conversant with developments and best practices in the field of online education, and to be receptive to both new opportunities and challenges associated with emerging technologies as they are developed and implemented.

Following is a number of best practices for promoting academic integrity in online education:

GUIDELINES FOR FACULTY

- A secure student login, personalized password, and two-factor authentication (meeting identity management system standards) is required to access online courses and related resources, discussions, assignments and assessments. Information gathered as part of the identity management system for these purposes must be safeguarded carefully to protect student privacy
- Online faculty should be made aware of general NCOM policies and procedures on academic integrity, conduct, and Professionalism and the reporting procedure. In the instance that suspected violations of academic integrity, conduct, or professionalism are discovered, the Associate Dean of Academic or Clinical Affairs (depending upon which years the student is in) must be notified. For asynchronous online courses, the Director of Distance Education must also be notified. These violations will be addressed according to the NCOM ACPC policies
- The link to the NCOM Academic Integrity, Conduct, and Professionalism Policy –within this document and ST-01 must be incorporated by faculty in their course homepage, course syllabi and course outlines. Faculty should give students the opportunity to discuss the Academic Integrity, Conduct, and Professionalism Policy using the course discussion board or chat room
- For each course taken in an online environment, students are required to read and check a box in the LMS indicating that they will abide by the NCOM Academic Integrity, Conduct, and Professionalism Policy

MULTIPLE ASSESSMENT STRATEGIES AND PREVENTION OF PLAGIARISM

- Ensuring academic integrity in the assessment of student learning is an essential faculty responsibility. Therefore, faculty must be actively involved in structuring appropriate course assessments. Faculty may choose to use multiple assessment techniques in place of, or to lessen reliance on, midterm and final examinations. Assessments should be designed to be frequent, varied, and directly relevant to course learning objectives. One suggestion is to make assignments cumulative (students turn in parts of a project or paper throughout the semester) to minimize opportunities for fraudulent submissions. Examples of learning and assessment activities include: interactive threaded discussions, writing assignments, quizzes, capstone projects, group work, and online exams
- Assessment activities should be modified from semester to semester
- Plagiarism detection software should be used for written assignments
- Student submission of work that was not written by the student (e.g., material created by ChatGPT, Bard, or other AI tools) and without appropriate attribution, is a violation of academic integrity
- Faculty may, at their discretion, permit or assign work using AI tools to promote student learning. If a faculty member explicitly permits students to use AI tools, then use of this material would not be considered a violation of academic integrity. As AI technology

continues to develop, each individual program at Touro, as well as the NCOM Department of Distance Learning, may suggest creative ways of using AI for student learning and make additional recommendations regarding avoiding academic integrity violations

EXAMINATIONS

- Exams in asynchronous courses are delivered online using a remote proctoring solution.
- Exams in synchronous online courses may be delivered remotely or on campus, depending upon the course needs and the policies of each school
- Students should be informed in the course syllabus regarding how and where exams will be administered
- The instructor has primary responsibility for proctoring, whenever that is possible. For both undergraduate and graduate courses, the assignment of any proctor other than the instructor must be at the direction of the dean of the respective college, graduate school, or professional school
- When taking an online exam, students will be asked to provide a Touro ID or government-issued photo ID, a requirement of most remote proctoring solutions. Students should be informed of this requirement in the syllabus and reminded when the examination is scheduled
- In the instance that an examination is given online, faculty must be aware of academic integrity issues in the administration of these exams and take appropriate steps to minimize these issues, such as those described below:
 - Use test banks with large numbers of questions and pull a smaller number of questions from the test bank
 - Randomize the order of answers for multiple-choice questions, so that, for example, the correct answer for a particular question might be “a” for one student and “b” for another
 - A Web browser lock-down service must be used during testing and students cannot leave the exam once they have started

A variety of technological solutions to minimize the potential for cheating on online examinations are emerging, including online proctoring services and biometric measuring devices. Touro will continue to monitor new proctoring technology. Any such technology that might be adopted by individual units, must be done in coordination with the Dean/CAO.

Signed by: 
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Dean/CAO