Student Academic Integrity Policy and Procedures (SAIPP)

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بسم الله الرحمن الرحيم

In the Name of Allah, the Most Gracious, the Most Merciful

Contents

Introduction

OC is dedicated, through its established values, to cultivating a culture of academic excellence, driven by the principles of honesty, trust, fairness, respect, and responsibility. OC Student Academic Integrity Policy and Procedures (SAIPP) embodies these values, aiming to preserve the integrity of our academic environment and ensure the authenticity of the intellectual contributions of our students. This policy provides a comprehensive framework to deter plagiarism, discourage dishonest practices, and maintain a commitment to original thought and individual effort.

Policy Articles

Article I: Expectations of Academic Integrity

All members of our academic community must adhere to the following standards of academic integrity:

Authenticity: Students should consistently submit work that is genuinely their own. Using another person's work as one's own, or resubmitting past assignments without explicit, written permission from the course instructor is strictly prohibited.

Citation: Proper citation and acknowledgment of all sources, ideas, or data used in one's work is mandatory. This practice not only gives credit where it's due but also enables others to follow the trail of research and thought.

Cooperation: While collaborative learning is encouraged, students must not misrepresent shared work as their own. Assignments meant for individual completion should reflect the student's personal effort, unless teamwork is explicitly permitted.

Article II: Prohibited Academic Behaviors

The following practices violate our academic integrity policy:

Plagiarism: Using someone else's words, ideas, or findings as one's own without proper citation constitutes plagiarism. This includes but is not limited to copying from the Internet, using AI generative language models, using a paper writing service, or copying from another student.

Cheating: Any form of unauthorized assistance in academic work, including using prohibited materials or information, or receiving help from others in exams or assignments, constitutes cheating.

Fabrication: Including invented information or citations in an academic exercise, or altering results of experiments or studies, represents fabrication.

Article III: Consequences of Violations

Violations of the academic integrity policy are serious offenses which may result in disciplinary actions. The level of disciplinary action will be determined based on the severity, nature, and frequency of the violations:

1st Time Violation: A first-time violation will typically result in the course instructor proposes imposing the disciplinary punishment of a written warning on the student according to Article 9/1, and Article 25/A of the Student Disciplinary Bylaws at Onaizah Private Colleges, provided that a report detailing the incident and proposed punishment is submitted to the College Dean (Vice Dean) within three days from the date of the violation. The Dean's (Vice Dean's) approval of the proposed punishment shall be final, enforceable, and the student shall have the right to appeal to the Standing Student Disciplinary Committee.

2ⁿᵈ Time Violation: Should a second violation occur; the course instructor proposes imposing the disciplinary punishment of a warning with a written pledge from the violating student according to Article 9/2, and Article 25/A of the Student Disciplinary Bylaws, provided that a report detailing the incident and proposed punishment is submitted to the College Dean (Vice Dean) within three days from the date of the violation. The Dean's (Vice Dean's) approval of the proposed punishment shall be final, enforceable, and the student shall have the right to appeal to the Standing Student Disciplinary Committee.

3ʳᵈ Time Violation: A third violation indicates a clear disregard for the academic integrity policy and the values of Onaizah Private Colleges. In this case, the course instructor shall prepare a detailed report of the facts and circumstances of the violation with the supporting documents and submit the report along with the evidentiary documents to the competent authority to refer the violating student to the Disciplinary Committee to review the violation according to Article 5 and Article 9 of the OC Student Disciplinary Bylaws.

Procedures

Article IV: Precautionary Measures

To proactively prevent violations of the academic integrity policy, OC has established the following precautionary measures:

Dissemination of Policy and Procedures

The academic integrity policy and its procedures will be disseminated widely across the institution. This includes presenting it during orientation programs, embedding it within course syllabi, displaying it prominently on the institution's website, and periodic reminders throughout the academic year. The goal is to ensure that every member of the academic community is aware of the policy and understands their responsibilities.

Acknowledgement of Policy

At the beginning of each academic year and during registration processes, students should be required to sign an acknowledgement that they have read, understood, and agreed to abide by the academic integrity policy. This acknowledgement serves as a formal commitment to uphold academic integrity.

Diversifying Assessment Tools

To discourage academic dishonesty, faculty are encouraged to diversify assessment tools. This could include a mix of group projects, individual assignments, presentations, quizzes, and exams. Varied assessment types not only reduce opportunities for dishonesty, but they also cater to different learning styles, promoting a more inclusive learning environment.

Standardization of Tests and Other Assessments

Standardization of tests and assessments across all sections of the same course ensures a level playing field for all students. This includes clear, consistent guidelines for assignments and exams, uniform grading rubrics, and consistent enforcement of rules during examinations.

Original Assignments

Faculty are encouraged to create original assignments each time a course is offered, to reduce the possibility of students submitting work from previous years or copying from past students. Assignments should be designed to stimulate original thought and encourage individual effort.

Academic Integrity Workshops

Students should be encouraged to attend the regularly scheduled workshops on academic integrity. These workshops can help educate the academic community about the importance of academic integrity, the specifics of what constitutes a violation, and the potential consequences of violations.

Regular Review and Update of Policy

This academic integrity policy should be reviewed and updated regularly to keep pace with changing technology and educational practices. This ensures that the policy remains relevant and effective in preventing and addressing violations.

Timely Feedback on Assignments

Providing timely and constructive feedback on assignments can help students improve their academic skills, reducing the temptation to engage in dishonest behavior due to lack of understanding or competence.

Training Instructors on Authentic Assessment

To ensure the effectiveness of diversified assessment tools and original assignments, it's crucial that instructors receive regular training on creating and implementing authentic assessments. Authentic assessments require students to apply their knowledge and skills to real-world, complex tasks, making it more difficult to cheat and more likely that any work submitted is a true reflection of the student's abilities.

Training should cover various aspects such as:

- **Designing Authentic Tasks:** Instructors should be trained in designing tasks that require critical thinking, problem-solving, and application of knowledge. These tasks should be closely aligned with the learning outcomes of the course.
- **Rubrics and Evaluation:** Training should also cover the development of clear, specific rubrics for grading these tasks. A well-defined rubric helps ensure fair and consistent evaluation of student work.
- **Integration with Course Curriculum:** Authentic assessments should not stand alone, but should be integrated throughout the course curriculum, reinforcing the material taught in lectures and readings.

Regular training sessions, workshops, and resources should be made available to all faculty members, ensuring they are up to date with the best practices in designing and implementing authentic assessments.

These precautionary measures aim to establish a proactive approach to maintaining academic integrity, emphasizing prevention over punishment. By fostering a culture of honesty and respect for intellectual property, we can enhance the quality of education and uphold our institution's reputation for academic excellence.

Article V: Regular Monitoring and Verification

To ensure the consistent application of our academic integrity policy, regular monitoring and verification of student work is crucial. This process will be managed through a variety of procedures designed to confirm the authenticity of student assignments, projects, and other academic submissions:

Verification of Assignments

Assignments submitted by students should be regularly checked by courses instructors to ensure they are the student's own work. This includes the use of the plagiarism detection tool Turnitin, which compares student work against a vast database of academic content to identify potential matches. Additionally, AI Content Detection Systems embedded within Turnitin must be used by instructors. These are systems designed to detect whether a piece of work has been generated by AI-based Language Models. This is particularly important in the age of sophisticated AI systems that can generate human-like text. OC has obtained a yearly subscription license for this system. To ensure the consistent and appropriate use of plagiarism and AI content detection tools, the Quality Assurance Committee (QAC) will conduct periodic reviews. Instructors are expected to provide evidence of their regular and appropriate use of these tools. This may include, but is not limited to:
- Records or reports generated by plagiarism and AI detection software showing the analysis of student work.
- An outline or summary of the instructor's process for utilizing these tools in their course, including frequency of use and actions taken in response to the reports.

This transparency and accountability help ensure that all instructors are utilizing these tools effectively and consistently, contributing to the maintenance and enforcement of our academic integrity policy.

Verification of Projects

Verifying the authenticity of projects, especially group projects, requires a multi-faceted approach:
- **Individual Contributions:** Each group member should outline and document their specific contributions to the project.
- **Presentations:** Groups or individuals could be required to present their project to the class or faculty, answering questions about their work.

Verification of Exams

Various methods should be employed to ensure exams are completed honestly, such as proctoring and diversified question sets. For online exams, consider online proctoring measures available within BlackBoard.

Verification of Online Coursework

Courses delivered online should incorporate several methods to verify student work:
- **Plagiarism Detection and AI Content Detection Software:** Utilize those tools to identify potential plagiarism in student submissions.
- **Discussion Boards & Interactive Sessions:** Requiring students to participate in online discussions and interactive sessions can also help ascertain their understanding and engagement with the material.

Article VI: Reporting Alleged Violations

Faculty Reporting

Faculty members who suspect a potential violation of the academic integrity policy should document the incident carefully, including gathering any relevant evidence, and report it to the designated academic advisor.

Student Reporting

Students who observe a potential violation should report it confidentially to their instructor, academic advisor, or directly to the chairperson, providing as much detail as possible.

Exam Invigilator Reporting

Exam invigilators play a vital role in maintaining the integrity of the examination process. Invigilators who suspect or observe a potential violation during an examination should document the incident immediately, securing any relevant evidence such as unauthorized materials. This should be reported promptly to the relevant parties such as exam committees or chairpersons, alongside the instructor of the course. The invigilator should also inform the student of the observation and the subsequent report.

Article VII: Investigation and Adjudication

In case of second time or third time violations, the following is applicable:

Initial Review: Upon receiving a report, the chairperson will conduct a preliminary review to determine if there is enough evidence to initiate a formal investigation. This should start with a meeting with the student as indicated in Article III above.

Formal Investigation: If a formal investigation is justified, the student will be notified in writing, outlining the specific allegations and given an opportunity to respond. The student may be asked to meet with the disciplinary committees to discuss the matter.

Decision and Sanctions: After the investigation, a decision will be made based on the evidence. If the student is found to have violated the policy, the disciplinary committees will determine appropriate sanctions in line with the severity of the violation.

Article VIII: Appeal Process

Students who are found in violation of the academic integrity policy have the right to appeal the decision. The appeal must be submitted in writing to the chairperson within a specified timeframe, typically two weeks from the date the decision was communicated to the student. The appeal should clearly state the grounds for the appeal and provide any supporting evidence. The chairperson should forward appeals to the disciplinary committees where appropriate, according to the guidelines provided in OC Student Disciplinary Bylaws Handbook (2020).

Article IX: QAC's Role in Implementation and Review of SAIPP

The Quality Assurance Committee (QAC) plays a pivotal role in the implementation of the Student Academic Integrity Policy and Procedures (SAIPP). The QAC is responsible for ensuring that this policy and its procedures are applied consistently and effectively across the institution.

To ensure accountability and transparency, QAC will be required to provide regular evidence of the appropriate implementation of this policy and its procedures. QAC should conduct regular audits to monitor the implementation of the SAIPP, including the use of plagiarism and AI content detection tools by instructors, the uniformity of tests and assessments, and the effectiveness of diversified assessment tools and original assignments. QAC should also be actively involved in the regular review and update of the SAIPP, ensuring the policy remains relevant and effective in preventing and addressing violations of academic integrity. Finally, QAC should facilitate channels for feedback from students, faculty, and other stakeholders on the implementation of the SAIPP, and use this feedback to inform continuous improvement of this policy.

This policy is designed to be a living document, adjustable as needed to uphold the highest standards of academic integrity. Each student bears the responsibility to understand and abide by this policy.