

# **Academic Integrity and AI Use Policy**

## 1. Plagiarism

Plagiarism is the act of presenting another person's words, ideas, structure, or expression as one's own without proper acknowledgment. It undermines academic honesty and compromises both the learning process and the value of a student's educational credential.

Plagiarism includes, but is not limited to:

- Direct copying of text from any source without quotation or citation
- Paraphrasing another's ideas or language without adequate rewording and/or citation
- Using AI-generated text without proper quotation, citation, or instructor approval
- Submitting work prepared by another person, whether purchased, borrowed, copied, or downloaded from the Internet
- Failing to cite sources of ideas, even if not quoted verbatim

### **Expectations for Source Use and Attribution**

Students are expected to:

- Use quotation marks and proper citations when directly quoting material
- Paraphrase with significant rewording and cite the original idea or source
- Follow the applicable citation style (APA, MLA, Bluebook, etc.)
- Cite all sources of ideas, facts, interpretations, and arguments that are not their own
- Clearly disclose any use of AI tools and properly attribute their outputs

#### **Use of Course Materials**

Students may freely use and cite courseware, assigned readings, lectures, and instructor-provided materials, but must do so with attribution when quoting.

## 2. Sharing and Distribution of Work

To protect the academic integrity of the institution:

- Students may not share assignments, essays, or sample answers with other students
- Students may not upload work (theirs or others') to websites, forums, or public databases
- Students may not use publicly posted assignments or AI-enhanced "model answers" as the basis of their own submissions

Both uploading and relying on shared content without permission are considered academic misconduct and subject to penalty.

# 3. Use of Artificial Intelligence (AI)

AI-generated content (from tools such as ChatGPT, Grok, Gemini, etc.) must be treated like any external source. Submitting AI content without disclosure and citation is plagiarism.

Permissible AI use includes:

- Brainstorming or outlining ideas
- Grammar correction or sentence polishing
- Generating short sample text with attribution and instructor permission

Improper AI use includes:

- Submitting full paragraphs or papers written by AI without attribution
- Paraphrasing AI output and passing it off as original thought
- Replacing the student's own academic engagement with machine-generated content

# 4. Detection of Plagiarism and AI Misuse

Crestpoint uses Turnitin similarity reports to detect unattributed copying. Turnitin compares submitted work against web pages, academic sources, and student papers from across the Internet. It provides a similarity score, which is a percentage match to known sources. A high similarity score may trigger a plagiarism investigation.

### 5. AI Use Detection Rubric

Faculty use a structured evaluation rubric when AI misuse is suspected. The rubric is as follows:

Category	0 – None	1 – Mild Concern	2 – Moderate Concern	3 – Strong Concern
Voice & Style Consistency	Matches student's known voice and prior submissions.	Mostly matches; minor shifts in tone or vocabulary.	Noticeable stylistic jump; sustained sophistication or formulaic patterns unlike prior work.	Wholly inconsistent; generic or robotic tone.
Depth of Analysis	Original insights; specific course references.	Some insight; surface-level generalizations.	Vague analysis; repetitive language; generic examples.	Buzzwords without substance; unsupported claims; feels Al- written.
Error Patterns	Natural human grammar variation; expected writing level.	Minor oddities in structure or formality.	Consistently unnatural phrasing or punctuation.	Flawless grammar but awkward semantics or inconsistent register is suggestive of AI.
Citation & Source Integration	Properly cites sources (including Al tools if used).	Citations present but inconsistent or unclear.	Factual claims made without sources; missing attribution.	Complex information presented with no citation; fabricated or incoherent references.

An instructor who suspects uncited AI use uses this rubric. A submission that scores 5 or more points must be checked via multiple AI detectors, such as:

- Turnitin AI

- GPTZero
- Copyleaks
- Grammarly AI detector
- ZeroGPT
- GPT Radar
- QuillBot.

A submission that scores 5 or more points and which the preponderance of at least three AI detectors indicate likely AI use or where three or more AI detectors indicate 90% or more likelihood of AI use, the professor or academic administration may assume AI use. Students will have the opportunity to be heard in any such matter.

## 6. Sanctions and Penalties for Violations

Penalties are applied progressively based on severity and intent and are applied only after the student receives notice and an opportunity to explain.

#### **Minor Academic Breach**

A minor academic breach is an unintentional error in citation, formatting, or judgment that do not reflect an attempt to deceive or violate academic integrity standards. These often result from misunderstanding rules, unfamiliarity with citation practices, or poor academic habits.

Sanction: educational correction and possibly request for revision

#### Misuse Without Malicious Intent

Misuse without malicious intent means the inappropriate use of sources or AI in a way that violates academic integrity expectations, but without clear evidence of deliberate deception. This includes overreliance on AI tools, using AI-generated content without citation, or copying/paraphrasing from others without understanding that it constitutes plagiarism.

This may include using limited AI passaged without citation, copying multiple ideas or paragraphs from a classmate or source without attribution, and the like.

First offenses are more likely to be assumed to be without malicious intent.

Sanction: For a first offense, the student will be educated as to appropriate citation and required to re-write the offending paper. For a second offence, the sanction will be a zero on the paper. For a third offense or worse, please see below.

### **Deliberate Academic Dishonesty**

Deliberate academic dishonesty is an intentional act of academic fraud, including the use of unauthorized tools or sources to misrepresent authorship or understanding. These

violations are committed in order to gain an unfair advantage with the knowledge (actual or imputed) that the conduct was wrong.

Repeated offenses after warnings are more likely to be assumed to be deliberate.

Examples include submitting an essay written entirely by an AI tool as if it were original work or purchasing or downloading a paper from an online repository or another student. Repeating the same infraction after prior warnings or sanctions is also considered deliberate.

Sanction: At least a zero on the assignment. For repeat offenses, see below.

#### **Chronic Offenders**

Notwithstanding the above, a third offense of misuse, which will be inherently deemed deliberate, will invite more severe sanctions, at the discretion of university administration. Such sanctions may include a course grade penalty, a course failure, academic probation or, in extreme cases, expulsion from the university.

# 7. Appeals

Students have 7 calendar days to appeal in writing to the assistant director of education, Rachel Nudel (<a href="mailto:rachel@crestpoint.edu">rachel@crestpoint.edu</a>). An appeal must either argue persuasively that the conduct did not violate university policy or that the conduct was the product of circumstances unlikely to occur. University administration may decrease applied penalties at their discretion.