

HUMAN BODY IN HEALTH AND DISEASE I

BIO204

Winter Term 2024

Professional Nursing Program



Changes to the entries in this syllabus may be required with the understanding that the student will be fully informed of these changes. The student is accountable and responsible for knowledge from concurrent and/or previous courses in the curriculum. This course will build on those course materials.

COURSE INFORMATION

Course Number and Name: BIO204 Human Body in Health and Disease I

Class Credits: 3.0 Semester Credits

Class Hours: 45 Clock Hours

Pre-Requisites: None

Course Description

This course focuses on the interrelationships of anatomy, physiology, and pathology with chemical and microbiological consideration for students in the health care field. The course utilizes a body systems approach to focus on diseases and implications on health. Students learn to recognize the causes, signs and symptoms of diseases of the major body systems as well as the diagnostic procedures, usual treatment, prognosis, and prevention of common diseases. The course covers, among other things, the study of the structure, function and disease related to cells, tissues, glands, the integumentary system, the musculoskeletal system and cardiovascular system.

Course Objectives and Institutional Student Learning Outcomes

1. Develop a working vocabulary associated with the anatomy and physiology of the human body, including understanding of logical descriptive word roots, prefixes, & suffixes used to identify body parts and directional terms (ISLO 1)
2. Describe the structure and function of human cells (ISLO 1)
3. Describe the terms utilized for the major disease processes including symptoms, diagnosis, diagnostic testing, surgeries, and therapies (ISLO 1)
4. Understand the interrelationships, interdependency and interactions of the various systems of the human body (ISLO 2)
5. Explain contributions of organs and systems to the maintenance of homeostasis (ISLO 2)
6. Identify causes and effects of homeostatic imbalances (ISLO 2)
7. Demonstrate a basic understanding of the concepts and elements of disease (ISLO2)
8. Demonstrate an understanding of the mechanisms of diseases, the diagnosis of diseases, and the treatment of diseases (ISLO 2)
9. Discuss common laboratory and diagnostic tests (ISLO 1)

Methods of Evaluation

Student work is evaluated according to the following:

Activity	Percentage of Course Grade
Quizzes	6% (6 quizzes – 1% each)
Exams	30% (2 exams – 15% each)
Mid-Term Exam	29%
Final Exam	35%
Other Assignments	Pass/Fail

Assignments, papers, assessments, and other projects (the “Other Assignments”) not specifically listed in the Methods of Evaluation chart above are required elements of the course, but are not calculated in the overall course grade. Students are required to receive a P (passing grade) on all Other Assignments given in the course to pass the course. To obtain a P (passing grade), each

assignment must be completed satisfactorily.¹ When students fail to satisfactorily complete the Other Assignments, such students will receive a grade equal to the lesser of 72% or their final course grade calculated per the “Method of Evaluation” set forth above.

Method of Instruction

This course may be conducted on-campus (physically on ground) **and/or** through Distance Education. **The method of delivery can change throughout this course.** Students may be required to participate in **both** on-campus and Distance Education activities. Students participating in Distance Education must adhere to the College’s Distance Education Etiquette Guidelines (which is accessible via Canvas). **Students are responsible for ensuring that their personal schedules allow for the different method of instructions and changes.**

Methods of instruction employed in the course include multimedia class presentations, discussion, web-based instruction, case scenarios, handouts, computerized learning modules, and collaborative learning. Instruction also includes workshops, and other activities that occur on the campus, at an affiliated site, or through Distance Education.

ADA Statement

Jersey College is committed to responding to the needs of students with disabilities as outlined in both the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. To request reasonable accommodations for a disability, please complete and submit a Request for Reasonable Accommodations form (available at www.jerseycollege.edu/policies).

Compliance with Federal Credit Hour Definition

This course is in full compliance with the federal definition of a 3.0 semester credit hour course. For each one hour of classroom instruction (defined as 50 minutes of guided instruction within the classroom), there are a minimum of two (2) hours of out-of-class student academic activities each week.² This course is completed over 15 weeks. Therefore, in this course students will be in class 3.0 hours each week and be expected to complete at a minimum 6.0 hours of out-of-class student academic activities each week. Students are advised to review their term course load and determine whether they can successfully meet the contact hours **and** out-of-class student work and assignments. Effective time management and study techniques are required for this course.

To document compliance with the federal definition for a credit hour, the out-of-class student academic work in this course will be evaluated, graded and weighted appropriately in the determination of a student’s final grade in the course and for purposes of ensuring that the intended learning outcomes are achieved. Such evaluation, grading and weighting may involve quizzes (announced and unannounced), term papers, participation in classroom discussions, care plans, examinations, collection of homework assignments, and other similar assignments which document completion of the out-of-class student academic work.

¹ Unless otherwise indicated in this syllabus, satisfactorily completing an assignment means completing the assignment with a grade of “C”/73% or higher.

² Out of class student academic activities include, but are not limited to reading, writing, studying, research, and completing homework assignments.

Reading, writing, note-taking and homework assignments as described in this syllabus are the primary out-of-classroom academic activities in this course. Please refer to the course objectives and intended learning outcomes outlined in each chapter of the textbook prior to completing all assignments. Students are expected to complete each assigned reading assignment prior to class each day, rewrite their notes after each lecture and study every day. The following provides guidelines³ for completing each assignment:

Assignments (as applicable)	Hours Expected to Be Completed
Reading	0.5 – 3 hours per chapter
Rewriting Notes	1 - 2 hour per lecture
Reviewing Notes and Texts	0.5 hours per week
Preparing for Quizzes	1 hour per lecture
Preparing for Exams	4 - 6 hours in week prior to each exam
Preparing for Papers/Presentations	4 - 8 hours in week prior to each paper/presentation
Completing Other Assignments	2 - 6 hours per week

Student Performance Expectations

Students are expected to come to each class prepared with the assigned readings and other written work completed and ready to make a valuable contribution to class learning. An overall course average of “C” or above is required to pass this course.

Course Schedule:

See calendar

Required Texts and Materials

1. Finnegan, Lisa. (2020) *Medical Terminology in a Flash!: A Multiple Learning Styles Approach* (4th Edition); FA Davis.
2. Patton, K., Bell, F., Thompson, T. and Williamson, P. (2023) *The Human Body in Health & Disease* (8th ed.); Elsevier.

³ This chart contains minimum guidelines for determining federal financial aid credits. Completing such guidelines does not equate to or ensure academic success. Academic success depends on, among other things, the quality of the time and commitment made.

STUDENT ACADEMIC AND CONDUCT INFORMATION⁴

Students are expected to abide by Jersey College's student academic policies and code of conduct as set forth in the Academic Catalog. The following specific academic and conduct policies apply to this course.

Grade Determination

The course instructor for each class has the sole authority and responsibility to evaluate a student's performance in the class (including lab, clinical and preceptorship). In the absence of fraud, bad faith, or mistake, the course instructor's grades are final. Any student who questions or raises a complaint about a grade or the grading procedure normally should first contact the course instructor. If that does not provide a satisfactory resolution, the student may contact the Program Administrator. Students are further directed to the Student Complaint and Grievance Policies in the Academic Catalog.

Attendance and Tardiness Policy

General Attendance and Tardiness Policy

Students are expected to attend all scheduled classes and workshops. Any lack of attendance which causes a faculty member to conclude that unsatisfactory progress is being made may result in the student being withdrawn from the course. Such a withdrawal may be counted as a course attempt in accordance with the College's promotion and repeat policies.

Students who are unable to attend a scheduled instruction must notify their course instructor or administration prior to the start of the instruction and only in emergency situations after the scheduled start of the class. Failure to timely notify the course instructor of an absence may be considered unprofessional conduct and may result in administrative withdrawal from the course.

Distance Education Participation Policy

The United States Department of Education and our accrediting bodies require substantive communication and participation on a regular basis for Distance Education courses. Therefore, students must actively participate in all portions of this course occurring through Distance Education. Lack of active participation may result in the student being administratively withdrawn from the course and require the course to be repeated. Active participation involves:

- Participating in the Live-Interactions,
- Viewing Recorded Lectures, and
- Completing the Other Virtual Exercises.

⁴ All policies are subject to review by and/or appeal to the Campus Director.

Workshop

Each week (excluding mid-term and finals week), a workshop session will be offered to further discuss topics in this course. Students may earn up to five (5) bonus points on their final exam in this course by regularly attending and participating in the workshop and scheduled classes (didactic and practicums) each week (the weekly workshop and scheduled classes each week, hereinafter referred to as Sessions). Regular attendance is defined as being present each week for the entire Session. Students that are late to, depart early from or otherwise fail to attend the full hours associated with the Session for the week are not considered to be in attendance for the entire Session. To the extent Sessions are missed, available points are reduced. The following table provides the available points:

No. of Missed Sessions	Bonus Points
0 or 1 Missed Session	5 Bonus Points
2 – 3 Missed Sessions	3 Bonus Points
4 Missed Sessions	1 Bonus Points
More than 4 Missed Sessions	0 Bonus Points

The course calendar contains the dates and times for the workshop.

Exams

General Exam Information

Exams will be administered during scheduled times (see course calendar). The course includes the exams listed under “Methods of Evaluation”. Exams are timed and depending on the number of questions, between 1 and 2 ½ hours. Exams have between 50 - 100 multiple choice questions. Examinations may cover information from class, the course textbook(s), or ancillary readings and assignments. Grades may be obtained through scheduled appointments with the faculty. The policies and procedures for reviewing exams is set forth in our Secure Assessment Policy Manual (which is accessible via Canvas).

Exam Testing Software

All exams utilize the ExamSoft platform with Examplify software. To minimize potential compatibility issues, all exams must be taken on a personal computer that meet the minimum specifications under “Technology for Coursework” in the Academic Catalog. Examplify requires Internet access at the time of downloading and uploading of the exam. Questions and answers on the exams are randomized and backwards test navigation is disabled (i.e., students cannot go back after answering a question). Additional information regarding Examplify is available in the Secure Assessment Policy Manual.

Exam Testing Procedures

The Secure Assessment Policy Manual contains the policies and procedures related to exams. Students must adhere to all of the policies and procedures in the Secure Assessment Policy Manual. Violations of the exam testing policies and procedures may result in a 0 on the exam and/or other disciplinary action (including dismissal from the program). The following provides supplemental exam testing procedures.

Start and End of Exams: The master exam calendar sets forth the dates and times (start and end) for each exam in this course.

Downloading.⁵ Exams are typically available for download 24 hours prior to the start of the exam.⁶ Students can access the download by logging into Examplify with their username and password. Students should download the exam at least two hours prior to the scheduled exam start time.⁷ Students that attempt to download the exam with less than two hours are warned that they are solely responsible for any technical difficulties and inability to test or lapsed testing time. Students who fail to download the exam by the scheduled start time will forfeit the exam and be subject to the make-up policy (including the penalty) described below.

Uploading.⁸ Exams are required to be *finished and uploaded* by the scheduled upload time. Students who *fail to finish the exam* prior to the scheduled upload time will forfeit the exam and be subject to the make-up policy (including the penalty) described below. In addition, students who fail to *upload the exam* by the scheduled upload time will forfeit the exam and be subject to the make-up policy (including the penalty) described below. The upload time for exams is 4-hours past the scheduled end time for the exam. Students who begin their exam later than the scheduled time start time may see a timer on the exam that suggests that they have time remaining, but the deadline for finishing the exam and uploading the exam remains as described above.

Time and Responsibilities. Time is measured based on ExamSoft's server time NOT the local time on students' computers. Students are solely responsible for (i) starting the exam at the scheduled start time, (ii) finishing the exam on or before the exam end time, and (iii) uploading the exam on or before the end-of-the upload deadline based on ExamSoft time (not their local computer).

Exam Collaboration. It is STRICTLY prohibited to collaborate with another person, copy an exam, reproduce an assessment or allow another person to take a test (see "Exam Academic Honesty" below). Jersey College tracks and analyzes testing data, including MAC addresses, IP addresses, times and dates, etc. Any violation or suspected violation is subject to course failure and termination from the College.

Timing and Technological Issues. Exams are expected to begin on time, but may begin after the scheduled time if technological issues occur. Technological issues may occur from time to time. Students should remain calm and inform the course instructor if they experience any difficulty before, during, or after the examination. Jersey College recommends that all students check computer compatibility prior to the examination. **Students who experience technical issues**

⁵ The downloading process requires Internet Access. Students are solely responsible for ensuring proper Internet Access and for downloading the exams by the download deadline.

⁶ Students should receive an email (sent to the student's Jersey College email address) approximately one to seven-days before the scheduled exam date with the exam information. However, in all cases, students are responsible for downloading/uploading exams based on scheduled start and end times for exams and the 24-hour download time period and 15-minute/4-hour (as applicable) upload time period for exams.

⁷ For example, if the exam scheduled for Tuesday at 3:00 p.m., the exam is available to download from Monday at 3:00 p.m. to Tuesday at 3:00 p.m. Students are expected to download the exam by 1:00 p.m. on Tuesday.

⁸ The uploading process requires Internet Access. Students are solely responsible for ensuring proper Internet Access and for uploading the exams by the upload deadline.

during the exam will have the option of (i) changing computers and restarting their exam or (ii) continuing the exam on the same computer.

Exam Make-ups

Notwithstanding anything to the contrary herein, the determination of an “Unavoidable Condition” shall be in the sole and absolute discretion of the College and shall be final and conclusive.

The master exam calendar provides the exact dates of all exams scheduled in the term. Students must take exams on scheduled dates and at scheduled times to avoid a penalty. The only exceptions to this rule are for a hospitalization⁹, religious holiday, or active duty (with prior notification and approval), court appearance, imprisonment, death in immediate family (spouse, father, mother, brother, sister or child), an unavoidable accident and a Serious Illness (as defined below) (each individually and collectively, an “Unavoidable Condition”). These exceptional circumstances must be verified by an appropriate third party, i.e., police report, a funeral notice, hospital bill, discharge papers, subpoena, etc. Notwithstanding anything to the contrary herein, the determination of an “Unavoidable Condition” shall be in the sole and absolute discretion of the College and shall be final and conclusive.

Students who cannot take their exams at the scheduled time due to an illness **are subject to a penalty (see below), unless a waiver is granted**. A waiver of the penalty related to illness may be granted by submitting an appeal to the Campus Director (or his/her designee) that contains documentation of a **SERIOUS** illness (a “Serious Illness”). Documentation of a Serious Illness must be in the form of a letter on the medical provider’s letterhead and based on a physical exam and evaluation conducted immediately prior to the missed exam. The letter should include a description of the illness, specific dates or range of dates of the illness, **and physical and functional limitations of the illness**. Documentation written on prescription pads will not be accepted as proof of a serious illness. Documentation must be provided to the College within 48 hours after the scheduled exam. The following are examples that are not considered a Serious Illness – common cold, sore or itchy throat, feeling “under the weather”, coughing, or other illness discomforts that do not significantly and gravely limit a student’s ability to attend class, etc.

Students who miss an exam will receive a modified form of “grade amnesty” utilizing the next cumulative exam (where applicable). The following table provides the specific details related to the modified grade-amnesty based on the reason for the missed exam:

⁹ Care in a hospital that requires admission as an inpatient and requires an overnight stay.

Reason ¹⁰	Missed Exam			
	Exam 1	Exam 2	Mid-term	Final
Unavoidable Condition	The student's grade on the Mid-term will be used for both Exam 1 and the Mid-term.	The student's grade on the Final will be used for both Exam 2 and the Final.	The student's grade on the Final will be used for both the Mid-term and Final.	Final exam will be made up during the break week or the first week of class of the next term (as determined by Jersey College). ¹¹
All Other Reasons ¹²	The student's grade on the Mid-term will be used for both Exam 1 and the Mid-term with a 10% deduction on Exam 1.	The student's grade on the Final will be used for both Exam 2 and the Final with a 10% deduction on Exam 2.	The student's grade on the Final will be used for both the Mid-term and Final with a 10% deduction on the Mid-term.	Student will receive a grade of 0% on the Final.

Notwithstanding the foregoing, students may only miss one exam in this course. Students who miss more than one exam will be administratively withdrawn from the course.

Exam Remediation

Exam remediation in the form of re-testing is not offered in this course. If students receive less than a “C” on an exam, they should meet with their course instructor prior to taking the next exam to identify areas of weakness, plan strategies for improved learning and test-taking, and grade counseling.

Exam Amnesty

Students in this course will be provided with a grade amnesty opportunity for Exam 1.¹³ The opportunity provides for the grade on the Mid-term exam to replace the grade on Exam 1 when students achieve a grade on the Mid-term exam higher than their grade achieved on Exam 1. The purpose of the grade amnesty opportunity is to allow new students an opportunity to adjust to the rigors of the collegiate environment. It should be noted that exams increase in difficulty over the course of the term, and students should not rely on this grade amnesty opportunity as a “failsafe” for poor academic performance.

Exam Academic Misconduct

Students are reminded that all exams are subject to our student Code of Conduct, including the code of conduct related to academic misconduct (see below). Violation of the Code of Conduct can result in a zero on the exam, administrative withdrawal from the course, suspension and/or termination from the program.

¹⁰ This reason category is a summary of the information above. Students must meet the full definitions above and provide all documentation.

¹¹ Students that do not make-up the final exam in accordance with this policy will receive a grade of 0% on the final exam.

¹² The 10% penalty is based on the total points on the exam. Example: An exam with 50 questions would result in a penalty of 5 points being deducted (50 x 10%). A student that scored a 45 out of 50 on such an exam would therefore receive a grade of 40 (50 questions - 5 wrong answers - 5 point penalty) out of 50 for the missed exam (or a grade of 80%).

¹³ This opportunity is not available to students that missed Exam 1; such students are subject to the grade amnesty policy described in “Exam Make-ups” above.

Quizzes

Seven (7) quizzes¹⁴ will be given during the course. Quizzes may be announced or unannounced. The quizzes may cover current or previous material and will contain problems similar to those covered in class or in the text. Each quiz will count as 1% of the overall course grade with all quizzes representing 6% of a student's overall course grade. The lowest quiz score will be dropped from the final grade for this category. A student who misses a quiz will receive a grade of zero (regardless of whether the absence was excused).

Quizzes are individual efforts. While students are encouraged to share information and to study together, collaboration on quizzes is strictly prohibited. All submitted quizzes must be a student's individual work, and not the work of others. Any violation of this policy will be considered academic misconduct. This misconduct can result in a zero on the quiz, administrative withdrawal from the course, course failure, suspension and/or termination from the program.

Elsevier Adaptive Quizzing (EAQ)

Students are expected to complete each EAQ homework assignment on a daily and weekly basis. Points will be subtracted for unsuccessful completion of EAQ homework assignments. Successful completion of EAQ homework is defined as achieving a mastery level of Intermediate on each assigned chapter prior to the due date (see course calendar for due dates) for the assignment. Unsuccessful completion of EAQ homework is defined as achieving a mastery level of Novice on each assigned chapter prior to the due date or not undertaking an assignment.

Unsuccessful completion of EAQ will result in the loss of one (1) point on the next exam for each chapter not successfully completed with a maximum of up to three (3) points loss. For example, if there are five (5) chapters in the assignment and a student only completes three (3) chapters, the student will lose two (2) points on their exam. Students who have successfully completed all EAQ homework assignments that were assigned for the exam period, have the opportunity to earn three (3) points on their next exam by obtaining a mastery level of Intermediate on each assigned chapter in the EAQ homework assignments prior to each assignment due date. Additional points may not be earned on the final exam.

Testing Accommodations

Jersey College is committed to responding to the needs of students with disabilities as outlined in both the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. Students granted testing accommodations must confirm and verify the availability of the accommodation prior to each exam. Issues in obtaining accommodations and accommodation questions should promptly be directed to the Campus Director or Dean for resolution.

Assignments

General Assignment Obligations

Students are expected to complete all assignments on or before the dates that they are due. Assignments submitted after the due date may not be accepted or may be subject to penalty.¹⁵ Any lack of completion of assignments and/or consistent lateness of assignment which leads a faculty member to judge that unsatisfactory progress is being made may result in the student being administratively withdrawn from the course and require the course to be repeated. This syllabus

¹⁴ All quizzes will be completed in-class, unless course is being conducted through Distance Education.

¹⁵ Acceptance of assignments after due dates is at the sole discretion of the course instructor and Dean.

(including the referenced course calendar) and/or Canvas include due dates with regards to the completion of assignments. To the extent no written due date for an assignment is in the course calendar or Canvas, the course instructor will establish and announce the due date for such assignment.

Turnitin©

Unless otherwise instructed, assignments in this course must be submitted through Canvas in order for the papers to be uploaded to Turnitin®; Turnitin® is an automatic text-recognition system made for detecting, preventing and handling plagiarism. Students can review the Turnitin® website to obtain additional information regarding the plagiarism checking process -- <https://www.Turnitin.com/>.

Remediation Policy

Students who do not receive a passing grade in an assignment given in the course may be required to remediate and retake or redo the assignment. When students fail to satisfactorily remediate an assignment by the end of the course such students will receive a grade equal to the lesser of 72% or their final course grade calculated per the “Method of Evaluation” set forth above.

Collaboration

Assignments are individual efforts (other than group projects). While students are encouraged to share information and to study together, collaboration on assignments (other than group projects), is strictly prohibited. All submitted assignments must be a student’s individual work, and not the work of others. Any violation of this policy will be considered academic misconduct. This misconduct can result in a zero on the assignment, administrative withdrawal from the course, suspension and/or termination from the program.

Administrative Withdrawal

Any administrative withdrawal that occurs a result of an activity referenced in this syllabus (e.g., related to attendance, missed exams, missed assignments, etc.) will (i) be counted as a course attempt (students will receive a grade equal to the lesser of 72% or their final course grade calculated per the “Method of Evaluation” set forth above) and (ii) may result in withdrawal from the program (see Academic Progression policies in the Academic Catalog). Students are responsible for any cost of retaking the course, course fees, etc. related to the administrative withdrawal.

Classroom Responsibilities

Each chapter of the textbook contains learning objectives to guide the student in meeting the specific course objectives. Students are expected to read the required text and any associated supplemental materials (e.g., journals, articles, etc.) prior to the class session scheduled for each chapter.

Academic Misconduct

Academic misconduct is defined as the use of unfair means in any examination or assessment procedure (including papers, projects, presentations, etc.). This includes, but is not limited to, (i) Cheating, (ii) Fabrication or Falsification, (iii) Facilitating Academic Misconduct, (iv) Forgery, (v) Plagiarism, (vi) Self-plagiarism, (vii) Unauthorized Collusion and (viii) Tampering.

Cheating involves, among other things, giving, using or attempting to use or attempting to gain access to unauthorized materials, information, notes, study aids or other devices in any academic exercise including unauthorized communication of information. Examples of cheating include, but are not limited to, copying from another student's exam or assignment; receiving and/or providing unauthorized assistance during a quiz, test or examination; talking to oneself or others during an exam; sharing information about an exam with classmates in advance of the test; using books, notes or other devices such as calculators and other electronic devices when these are not authorized; acquiring without authorization copies of tests or examinations before the scheduled exercise; acquiring, possessing or utilizing publisher's test banks and/or copies (electronic or otherwise) of publisher's and third-party's testing materials; attempting to gain access or gaining access to materials restricted to faculty members; telling anyone or receiving information about the items or answers seen in or on an examination; reconstructing questions or topics from an examination or attempting to do the same; receiving reconstructed questions or topics about an examination from another student; copying/lending homework, reports, laboratory work, computer programs, files from other students, storing data on programmable calculators, cell phones or other electronic devices and retrieving the data to assist during an exam; leaving the test room with test materials; writing information on cheat sheets, other items or on one's body; acquiring answers or information from artificial intelligence (unless specifically authorized by instructor); utilizing unauthorized software and devices (including VMWare) during an test; or breaching, unsecuring, avoiding or otherwise tampering with exam "lock-down" browsers.

Fabrication or Falsification involves, among other things, negligent, false or misleading representation of evidence, results, data or information which forms part of one's submitted work, with the intention to deceive the marker. Fabrication or falsification also includes concealing material information. Examples of fabrication or falsification include, but are not limited to, inventing or counterfeiting data or lab procedures; the false citation of a source of information; altering grade reports or other academic records; altering a returned examination paper and seeking a better grade.

Facilitating Academic Misconduct involves, among other things, intentionally or knowingly helping or attempting to help another to commit an act of academic misconduct. Examples include, but are not limited to, allowing another student to copy from one's paper during an examination or test; distributing test questions or substantive information about the material to be covered on a test before the exam; sharing of work and/or answers with other persons within or beyond the College, whether shared privately or via a cheat site (such as Chegg, Quizlet, CourseHero or other sites); not adequately safeguarding one's own answers; allowing someone else to use one's assignment or exam answers for academic credit; collaborating on work with the knowledge that the collaboration will not be reported; reconstructing questions or topics from an examination or attempting to do the same; taking an examination or test for another student or signing a false name on an exam or paper; assisting another with exam answers through unauthorized software and devices (including VMWare); or assisting another with breaching, unsecuring, avoiding or otherwise tampering with exam "lock-down" browsers.

Forgery involves, among other things, forging an official's signature on any document or record and falsification (see above) of evidence, results, data or other information.

Plagiarism involves, among other things, presenting the work of another as one's own without proper acknowledgment. Inadvertent or unintentional misuse of another's work (such as relying heavily on source material that is not expressly acknowledged) is still considered plagiarism. Examples of plagiarism include, but are not limited to, submitting as your own work the work of another; the use of a ghost writer, commercial writing service, or extensive help from another; submission of work written and/or created by artificial intelligence and technologies as one's own work; downloading and submitting a paper from a web site; directly quoting from a source without acknowledgment; paraphrasing or summarizing another's work without acknowledging the source (including machine-generated paraphrasing); or using facts, figures, graphs, charts or information without acknowledging the source.

Self-plagiarism involves, among other things, the reuse of one's own words, ideas, or works from preexisting material, especially without acknowledgment of earlier use. Examples of self-plagiarism include, but are not limited to, submitting previously completed papers, assignments, projects and other works as completely new and original, or copying or paraphrasing passages from one's previously submitted work in a new work, each without informing the instructor that this material was submitted or been used before.

Unauthorized Collusion involves, among other things, the submission of work presented as if it is one's own that has been done in unauthorized collaboration with someone else or something else, such as other people or artificial intelligence and technologies. Examples of unauthorized collusion include, but are not limited to, acquiring answers or information from artificial intelligence when such source was not authorized; or using another's assignment or exam answers for academic credit when collaboration was not authorized.

Tampering involves, among other things, interfering with, altering or attempting to alter College records, grades, assignments, laboratory experiments or other documents without authorization. Examples of tampering include, but are not limited to, using a computer or false-written document to change or affect a grade; erasing records or information of a student; unauthorized access to a College record by computer or unauthorized entry into an office or file; obtaining information from the College without proper authorization; or utilizing software, artificial intelligence or other devices to tamper with test proctoring, test answers and/or test results.

Jersey College may disclose student disciplinary records of academic dishonesty to third parties after a final determination of a disciplinary proceeding is completed, subject to FERPA.