

# **HUMAN ANATOMY AND PHYSIOLOGY**

## **NUS151**

*Winter Term 2024*

*Day Program*

### **Practical 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:** NUS151 Human Anatomy and Physiology

**Class Hours:** 81 Clock Hours

**Pre-Requisites:** None

**Co-Requisites:** None

### Course Description

This course is a presentation of the essential anatomy and physiology of the human body. Students will gain knowledge of the structure and function of the human body, as well as the relationship between anatomy and physiology. The course begins at the cellular level and concludes with the interactions among all body systems as an integrated whole. The body systems covered include the following: endocrine, blood, lymphatic, cardiovascular, respiratory, integumentary, immune, nervous, reproductive, urinary, digestive, skeletal and muscular systems. This course also examines the nutritional requirements of the human body as well as the effects of alcohol, illegal drugs and steroids on the body. Basic concepts of medical terminology are also explored in this course.

### Course Objectives and Institutional Student Learning Outcomes

1. Describe the structure and function of each body system (ISLO 1)
2. Discuss the need to critically think about the connection between the body's structural design and functionality (ISLO 2)
3. Demonstrate ability to communicate using medical terminology (ISLO 1)

### Methods of Evaluation

Student work is evaluated according to the following:

Activity	Percentage of Course Grade
Class Participation	2%
Quizzes	6% (6 Quizzes – 1% each)
Exams	60% (4 Exams – 15% each)
Final Exam	32%
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.<sup>1</sup> 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.

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

**Method of Instruction**

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 or at an affiliated site.

**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](http://www.jerseycollege.edu/policies)).

**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. Herlihy, B. (2021). *The Human Body in Health and Illness*, 7<sup>th</sup> ed. Elsevier.
2. Herlihy, B. (2021). *Study Guide for The Human Body in Health and Illness*, 7<sup>th</sup> ed. Elsevier.
3. Finnegan, L. (2020). *Medical Terminology in a Flash!* (4<sup>th</sup> ed.). Philadelphia: F. A. Davis

## STUDENT ACADEMIC AND CONDUCT INFORMATION<sup>2</sup>

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 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 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 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 Policy**

#### *Academic Progression*

Graduation from the Practical Nursing program requires students to complete 1,501 clock hours of instruction (hereafter referred to as "Academic Progression"). Academic Progression is accomplished through active and continuous participation in and completion of course activities. As such, any lack of attendance which causes a faculty member to conclude that unsatisfactory Academic Progress is being made may result in administrative withdrawal from the course. Such a withdrawal may be counted as a course attempt in accordance with the College's promotion and repeat policies.

#### *Attendance*

Regular and prompt attendance is each student's individual responsibility. Lateness, early departures or other missed time may result in a (i) reduction in a student's course grade or other academic grade, (ii) restriction or limitation of access to a classroom or practicum experience, (iii) make-up work or (iv) other disciplinary actions. Students that fail to meet attendance criteria are subject to administrative withdrawal from the course.

Students are expected to attend all scheduled classes and workshops. 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.

#### *Absences*

Absences from class are expected to be avoided. In the rare case of a (i) significant illness, (ii) personal instances of distress or emergency<sup>3</sup>, (iii) religious observance, or (iv) required court or legal appearances, student will be excused from class. Students may not be excused from more than two (2) classes. Unexcused absences and/or excused absences beyond two (2) may result in administrative withdrawal from the course.

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<sup>2</sup> All policies are subject to review by and/or appeal to the Campus Director.

<sup>3</sup> The determination of whether a situation is distress or emergency shall be in the sole discretion of the Dean.

For clarification purposes, unexcused absences include, but are not limited to, (i) three or more tardies and/or early departures in this course, (ii) absences related to travel circumstances<sup>4</sup>, (iii) absences to attend a gathering<sup>5</sup>, and (iv) childcare absences (other than emergency situations)<sup>6</sup>.

### *Missed Time and Makeup*

All missed time (excused and unexcused) should be made-up.<sup>7</sup> As such, course absences will necessitate either make-up days or additional supervised assignments, as decided by the instructor and school administration. Makeup time is expected to be completed prior to the start of the next term. Students with more than one (1) absence may be required to make-up their missed day(s) during the scheduled vacation week.

From time to time, extenuating circumstances (e.g., snow storm, hurricane, etc.) require the school to close. Attendance missed due to school closings will be made up on a date communicated to students.

## **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*

ExamSoft®. Exams may be conducted through the ExamSoft platform with Exemplify software. Exemplify 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 Exemplify is available in the Secure Assessment Policy Manual. Use the following link to gain access to Exemplify: [https://www.jerseycollege.edu/files/2915/8464/9498/Exemplify\\_Login.mp4](https://www.jerseycollege.edu/files/2915/8464/9498/Exemplify_Login.mp4).

Canvas®. Exams may be conducted through Canvas. The Canvas system is an open platform that can be accessed through a variety of devices: (i) personal computers (Microsoft and Mac operating systems), (ii) tablets (iPads), and (iii) internet enabled mobile phones with browsers (see [www.jerseycollege.edu/online](http://www.jerseycollege.edu/online) for minimum device requirements). Canvas is an Internet based platform that requires access throughout an exam. Questions and answers on the exams are randomized and backwards test navigation is disabled (i.e., students cannot go back after

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<sup>4</sup> Including, but not limited to, delayed or cancelled flights, car troubles, traffic delays, etc.

<sup>5</sup> Including, but not limited to, a funeral (other than a close family member), graduation, wedding, etc.

<sup>6</sup> For instance, a childcare absence required for a planned elementary school holiday (e.g., President’s Day) would be unexcused, while a childcare absence related to a school closing due to snow would be excused.

<sup>7</sup> Excused absences in clock hour programs are permitted at Jersey College and are not required to be made-up for Federal Financial Aid eligibility purposes, unless such absences exceed 10% of the clock hours in a payment period.

answering a question). Step-by-step instructions for utilizing the Canvas platform are contained on the Jersey College website at [www.jerseycollege.edu/online](http://www.jerseycollege.edu/online).

### *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 Secure Assessment Policy Manual is available at [www.jerseycollege.edu/policies](http://www.jerseycollege.edu/policies).

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).

Downloading.<sup>8</sup> Exams are typically available for download 24 hours prior to the start of the exam.<sup>9</sup> 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.<sup>10</sup> 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.<sup>11</sup> 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.

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 Dishonesty 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.

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<sup>8</sup> The downloading process requires Internet Access. Students are solely responsible for ensuring proper Internet Access and for downloading the exams by the download deadline.

<sup>9</sup> Students should receive an email (sent to the student's Jersey College email address) approximately one to seven-days before the scheduled exam date. 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.

<sup>10</sup> 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.

<sup>11</sup> The uploading process requires Internet Access. Students are solely responsible for ensuring proper Internet Access and for uploading the exams by the upload deadline.

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 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 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*

Students must take exams on scheduled dates and at scheduled times to avoid a penalty. The only exceptions to this rule are for a hospitalization<sup>12</sup>, 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, 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 within two (2) days of 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. 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:

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<sup>12</sup> Care in a hospital that requires admission as inpatient and requires an overnight stay.

Reason <sup>13</sup>	Missed Exam				
	Exam 1	Exam 2	Exam 3	Exam 4	Final
Unavoidable Condition	The student's grade on Exam 2 will be used for both Exam 1 and Exam 2.	The student's grade on Exam 3 will be used for both Exam 2 and Exam 3.	The student's grade on Exam 4 will be used for both Exam 3 and Exam 4.	The student's grade on the Final exam will be used for both Exam 4 and the 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). <sup>14</sup>
All Other Reasons	The student's grade on Exam 2 will be used for both Exam 1 and Exam 2 with a 10% deduction on Exam 1. <sup>15</sup>	The student's grade on Exam 3 will be used for both Exam 2 and Exam 3 with a 10% deduction on Exam 2.	The student's grade on Exam 4 will be used for both Exam 3 and Exam 4 with a 10% deduction on Exam 3.	The student's grade on the Final exam will be used for both Exam 4 and the Final with a 10% deduction on Exam 4.	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.

In this course, students who achieve a grade on the second exam higher than the grade achieved on first exam are eligible for Grade Amnesty. Grade Amnesty allows the student's grade for Exam 1 to be amended to reflect the score for Exam 2. The purpose of the Grade Amnesty provision 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 Grade Amnesty 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.

<sup>13</sup> This reason category is a summary of the information above. Students must meet the full definitions above and provide all documentation.

<sup>14</sup> Students that do not make-up the final exam in accordance with this policy will receive a grade of 0% on the final exam.

<sup>15</sup> 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%).



### *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.

### **Quizzes**

Seven (7) quizzes 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 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 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.

## Class Participation

Class participation is crucial to success in this class. As such, participation counts towards 2% of the final course grade. Participation means showing up for each scheduled class, having completed the assigned readings, asking questions about anything in the readings or discussion that seems unclear or objectionable, offering arguments and responses, and listening to the arguments and responses of others. The following rubric will be utilized to grade class participation:

Criteria	Superior	Satisfactory	Poor	Unsatisfactory
Contributions	60 Points <ul style="list-style-type: none"> <li>Consistently participates in and promotes classroom discussions and contributions are meaningful, insightful and promote the class' ability to learn</li> <li>No unexcused absences, or late/early departures from class</li> </ul>	50 Points <ul style="list-style-type: none"> <li>Regularly participates in and promotes classroom discussions and contributions are relevant</li> <li>No unexcused absences, one late or early departures from class</li> </ul>	30 Points <ul style="list-style-type: none"> <li>Rarely contributes to class discussions or contributions are not relevant</li> <li>No unexcused absences, two late or early departures from class</li> <li>Marking time until the class ended – not paying attention, sleeping, etc.</li> <li>Presence distracting to classmates</li> </ul>	0 Points <ul style="list-style-type: none"> <li>Biologically present but intellectually absent</li> <li>Unexcused absence(s)</li> <li>Three or more late or early departures from class</li> </ul>
Preparation	25 Points <ul style="list-style-type: none"> <li>Consistently completed reading assignments prior to arriving at class</li> <li>Consistently prepared with questions regarding class topics prior to attending class</li> </ul>	20 Points <ul style="list-style-type: none"> <li>Regularly completed reading assignments prior to arriving at class</li> </ul>	15 points <ul style="list-style-type: none"> <li>Unprepared for multiple classes</li> </ul>	0 Points <ul style="list-style-type: none"> <li>Consistently unprepared for classes</li> </ul>
Respect	15 Points <ul style="list-style-type: none"> <li>Responses are respectful at all times</li> <li>Language and statements are appropriate at all times</li> <li>Evaluates and responds to others in a critical, analytical and persuasive manner</li> <li>Dressed appropriately at all times (uniform, hair, nails, etc.)</li> </ul>	10 Points <ul style="list-style-type: none"> <li>Responses were respectful in most instances</li> <li>Language and statements were appropriate in most instances</li> <li>Dressed appropriately most of the times (uniform, hair, nails, etc.)</li> </ul>	5 Points <ul style="list-style-type: none"> <li>Responses were borderline respectful</li> <li>Language and statements were borderline respectful</li> <li>Dressed inappropriately a few times</li> </ul>	0 Points <ul style="list-style-type: none"> <li>Responses were disrespectful</li> <li>Language and statements were disrespectful</li> <li>Dress inappropriate more than a few times</li> </ul>

## 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.<sup>16</sup> 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 (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.

<sup>16</sup> Acceptance of assignments after due dates is at the sole discretion of the course instructor and Dean.

### *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.