

1 September 2024

MEMORANDUM FOR RECORD

SUBJECT: Academic Integrity

1. This policy reiterates and clarifies the MEM program policy on academic integrity, generative artificial intelligence (AI), and the use of sites like CourseHero. Students are responsible for understanding the course-level policies which may vary by course and/or instructor. Nothing in this policy is to be construed to override a course instructor's policy; when in conflict, the instructor's policy will take precedence.
2. MEM will have zero tolerance for students who...
 - ...receive unauthorized aid from others/internet on graded events.
 - ...give unauthorized aid to others/internet regarding graded events.
 - ...fail to provide proper attribution for help received (e.g., plagiarism).
 - ...post course materials online without instructor permission.
3. All students should read <https://studentconduct.dasa.ncsu.edu/academic-integrity-overview/>. Students with questions or seeking clarification should consult their course instructor(s), the MEM Assistant Director, or the MEM Director.
4. The MEM Director may revoke or reduce MEM scholarships of those found in violation either temporarily or permanently depending on the severity of the incident.
5. Posting course materials online to sites like CourseHero without permission is considered copyright infringement and a violation of student conduct. Do not use materials from these sites (including Chegg, etc.) without explicit instructor permission. If permitted, know you may still be required to disclose usage by the instructor.
6. **Best Practices.** When in doubt, also do these things and you will not be wrong:
 - (a) Ask your instructor what is permissible for each assignment if it is unclear.
 - (b) Disclose any and all assistance received in writing with the assignment at the time of submission.
 - (b) Never post course materials to the internet without written permission from the instructor.
 - (c) Do not share, text, email, or distribute course materials to students outside the course without permission from the instructor.
 - (d) Do not complete a sign-in attendance roster for anyone other than yourself.

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