Policy Number: 101
Policy Title: Academic Honesty & Misuse of Course Materials
Policy Council Review Date(s): 02/18/10; 06/16/10
PPAB Approval Date: 7/27/10

POLICY:
Georgia Perimeter College requires that students not attempt to defraud, deceive, or mislead an instructor in arriving at an honest grade assessment. Any attempt to defraud, deceive, or mislead constitutes cheating. Cheating of any kind may result in a penalty ranging from a grade of zero for the work in question to expulsion from the college.

PROCEDURE:
Any attempt to defraud, deceive, or mislead constitutes cheating. Cheating of any kind may result in a penalty ranging from a grade of zero for the work in question to expulsion from the college.

The following are examples of cheating unless they have been specifically authorized by the instructor. This is not an exhaustive list.

A. On tests and quizzes:
   1. Looking at or copying from another student's work.
   2. Allowing another student to look at or copy work.
   3. Having a copy of the test before actually taking the test.
   4. Sharing a calculator.
   5. Communicating with anyone except the student's instructor using any form of communication including all forms of electronic communication.
   6. Accessing unauthorized material whether it be student notes, printed material, or material accessed electronically or any other way.

B. On homework, papers, and other out-of-class assignments:
   1. Copying work or answers from any source.
   2. Having a person do another student’s work.
   3. Allowing a student to use another student’s work as his or her own.
   4. Presenting one student’s work as the work of another.
5. Submitting false results of an experiment, data collection, a computer program, or any other assignment.
6. Plagiarism.
7. Submitting work that has been previously submitted in another course.

C. For late work, tests, or grades:
   1. Providing false information or documents in order to be allowed to make up a missed exam, quiz, class work, or homework.
   2. Providing false information or documents in an attempt to obtain a grade change.

E. While using any GPC computer system or educational system:
   1. Logging in with someone else's identification.
   2. Allowing an individual to log in with another student’s identification.

All materials, both physical and electronic, used in this course are copyrighted by the instructor. They may not be reproduced physically or electronically by any student without the expressed written consent of the instructor. This provision includes, but is not limited to, posting any course materials to the Web or social media. Students who violate these copyright protections will be subject to a reduced or failing course grade and to charges of intellectual property theft that may result in suspension or exclusion from the College.

**PROCEDURE:**

When an instructor believes there has been a violation of the AHP academic honesty or the misuse of course materials, the student may accept the instructor’s decision or appeal it to the department chair. If the student chooses, he or she may appeal the decision of the department chair to the campus academic dean. The decision of the dean is final. Multiple violations may result in expulsion.

When a violation of the Academic Honesty Policy occurs, the instructor will inform the student of a suspected violation by completing and delivering Form A (attached below) to the student and obtaining the student’s signature on the form.

These are the possible courses of action for the student.

A. **The student proves to the instructor that there was no violation.** In this event, the instructor should destroy his or her copies of Form A.

B. **The student chooses to accept the instructor’s decision.** In this case, the instructor should keep his or her copy of Form A, signed by the student, and assign the grade as described in Section 2 of Form A. A copy of Form A should be delivered to the department chair.

C. **The student chooses to appeal the instructor’s decision.**
1. The student must inform the instructor and department chair of this decision by completing 2 copies of Form B (attached below), one each for the instructor and the department chair. The student must deliver Form B to the department chair and the instructor within five college instructional days of receiving Form A. A “college instructional day” is a weekday on which classes meet or final exams are scheduled.
2. The department chair will schedule a meeting with the instructor and the student. The meeting will be within five college instructional days of the date by which the department chair received Form B from the student.

3. The department chair will inform the student, the instructor, and the campus academic dean of his or her decision, in writing, within five college instructional days of the meeting.

4. The student may appeal the decision of the department chair. To do so, the student must complete 3 copies of Form C (attached below), one each for the campus academic dean, the department chair, and the instructor. The student must deliver these forms to the dean within five college instructional days of receiving the department chair’s decision.

5. The academic dean will schedule a meeting with the instructor and the student. The meeting will be within five college instructional days of the date by which the dean received Form C from the student.

6. The academic dean will inform the student of his or her decision in writing within five college instructional days of the meeting. The decision of the dean will be final.

This dean may choose to confer with a group of his/her peers while making this decision.

If this decision results in a second incident being recorded in the data base of the Vice President for Academic Affairs, the academic dean’s notification to the student will include a warning that future violations could result in expulsion from the college.

If this decision results in a third incident being recorded in the Vice President’s data base, the Vice President will direct the Expulsion Panel to convene to decide if the student should be expelled. (See Policy 100 Academic Expulsion.)

NOTE: If the appeals process has not been completed by the end of the term, the instructor should assign the grade of NR until the matter is resolved.

Records of the incident will be placed on file in the office of the Vice President for Academic Affairs in the following cases:

1. The student accepts the instructor’s decision.

2. The student is found guilty by the department chair, and the student does not appeal the decision of the department chair.

3. The student is found guilty by the academic dean.

Approved by CAB 11/20/97
Approved by PPAB 7/27/10
Form A

Violation of the GPC Academic Honesty & Misuse of Course Materials Policy

One copy each should be given to the student and the department chair. One copy should be kept by the instructor. The student must sign the instructor’s copy. The instructor must keep this form as long as he or she is required to keep attendance and grade records for the class.

Section 1

Student name ________________________________

Student ID number  900 ________________________________

Class ____________________________________________

Instructor _________________________________________

Instructor’s signature ________________________________

Date ______________

Assignment/Course Material in question______________________

Section 2

Because of a violation of the Academic Honesty & Misuse of Course Materials Policy, you did not receive your graded work named above. Because of this violation, I intend to assign your grade for this piece of work or your grade for the course as follows:

This grading action will be final in 5 college instructional days unless you appeal it by filing Form B with the department chair. Form B along with a description of the procedure can be found in the GPC Policy Manual, Policy ______, “Academic Honesty.”

Department chair:_________________________________________

Email: ___________________________________________________

Office/campus/phone number:______________________________
Form A, Page 2

The instructor must circle “will” or “will not”:

Because of the nature of this incident, I will / will not request that an expulsion panel be convened. “See GPC Policy Manual, Academic Expulsion Policy, Academic Affairs.” (If a student has at least two previous incidents recorded in the data base, an expulsion panel will be convened automatically.)

Section 3
Please sign here to acknowledge that you have received a copy of this document and that you understand that you are responsible for checking your GPC student email account for correspondence relating to this issue. You should check daily until the matter has been resolved.

Signing is not an admission of guilt.

Signature_________________________________________ Date ______________________

Current student phone numbers:
Cell________________________

Home________________________

GPC email address__________________________@student.gpc.edu
Form B
Appealing the Instructor's Decision
Violation of the GPC Academic Honesty & Misuse of Course Materials Policy

To appeal the instructor’s decision, the student completes 2 copies of this form, one each for the instructor and the department chair. The student must deliver these copies of Form B within five college instructional days of receiving Form A from the instructor.

Part 1
Student name

Student signature

Student ID number 900

GPC email address @student.gpc.edu

Class

Instructor

Date

Part 2
Explain what happened and why you believe the instructor’s view of this matter is incorrect. Attach additional pages and documentation if necessary.
Form C
Appealing the Department Chair’s Decision
Violation of the GPC Academic Honesty &
Misuse of Course Materials Policy

To appeal the department chair’s decision, the student completes 3 copies of this form, one each for the instructor, the department chair, and the campus academic dean. The student must deliver these copies of Form C within five college instructional days of receiving the department chair’s decision.

Part 1
Student name ________________________________

Student signature ________________________________

Student ID number  900______________________________

GPC email address_________________________@student.gpc.edu

Class __________________________________________

Instructor ______________________________________

Date ___________________________________________

Department Chair __________________________________

Part 2
Explain what happened and why you believe the instructor’s view of this matter is incorrect. Attach additional pages and documentation if necessary.
Georgia Perimeter College
Checklist for Faculty
In the Case of a Violation of the Academic Honesty
& Misuse of Course Materials Policy

This checklist is provided to assist with the process for handling suspected violations of the Academic Honesty Policy. Please refer to the Georgia Perimeter College Policy Manual.

Student’s Name_________________________________________________________

Instructor’s Name_______________________________________________________

Faculty

☐ Step 1: The instructor notifies a student that he/she is suspected of having violated the Academic Honesty Policy by completing Form A and having the student sign it. Form A was signed by the student on____________________(date)

Copy Form A was delivered to the department chair on____________________(date)

Department Chair

☐ Step 2: If the student chooses to appeal the instructor’s decision, the student must complete Form B and deliver a copy to the department chair and the instructor within five college instructional days of receiving Form A.

The department chair received Form B on____________________(date)

☐ Step 3: The department chair will schedule a meeting with the instructor and the student to try to resolve the matter within five college instructional days of receiving Form B.

The meeting was held on____________________(date)

☐ Step 4: The department chair will inform the student, the instructor and the academic dean of the decision in writing within five college instructional days of the meeting.

The department chair informed all parties of the decision by____________________(date)

Academic Dean
Step 5: If the student chooses to appeal the decision of the department chair, the student must complete Form C. The academic dean must receive a copy of Form C within five college instructional days of receiving the department chair’s decision.

The academic dean received Form C on ________________ (date)

Step 6: The academic dean will schedule a meeting with the instructor and the student within five college instructional days of receiving Form C.

The meeting was held on ________________ (date)

Step 7: The academic dean will inform the student of his/her decision in writing within ten college instructional days of the meeting. The decision of the academic dean is final.

The academic dean informed the student of his/her decision on ________________ (date)