Policy Number: 138

Policy Title: Student Misuse of Course Materials

Policy Council Review Date(s):

PPAB Approval Date:

**POLICY:**

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 this policy, 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 this 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.

Policy Council Review Date(s):
PPAB Approval Date(s):
Form A  
Student Misuse of Course Materials

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 __________

Course Materials in question_____________________________________

Section 2
Because of the misuse of course materials, I intend to assign 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.

Department chair:________________________________________________

Email: ___________________________________________________________

Office/campus/phone number:______________________________________
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 of
Student Misuse of Course Materials

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 of Student Misuse of Course Materials

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
Student Misuse of Course Materials

This checklist is provided to assist with the process for handling suspected student misuse of course materials. 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 misused course materials 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)