



Policy Source: Gwinnett Tech	Owner: Vice President of Academic Affairs	Effective: 2018
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### 5.1.20 GT Academic Integrity Procedure

Gwinnett Tech expects students, faculty, and staff to conduct themselves with honesty, character and academic integrity. Academic integrity is defined by the Center for Academic Integrity as “a commitment, even in the face of adversity, to five fundamental values: honesty, trust, fairness, respect, and responsibility” ([AcademicIntegrity.org](http://AcademicIntegrity.org)). Gwinnett Tech promotes and expects all members of the college community to conduct themselves professionally and with academic integrity.

#### Definition

Gwinnett Tech considers academic integrity an integral part of learning. Any infraction of this honesty policy is detrimental to the student’s education and the integrity of the College. The following cases of dishonesty are strictly forbidden, including but not limited to:

- **Plagiarizing**
  - Using someone else’s words or ideas, or using the essential style and manner of expression of a source as if it were one’s own, without giving credit to the source via quotation marks, parenthetical citation, footnotes, or whichever mode is appropriate for the specific convention being used;
  - Using your own previous work (recycling/re-purposing) - all work must be unique to the specific given situation;
  - Copying on a test or assignment by any method of conveyance, including but not limited to visual materials, oral communication, notes, printed matter, or electronic means without proper citation;

If there is any doubt, the student should consult his or her instructor.

- **Fraud**
  - Copying/submitting another person’s work, including the unauthorized taking of someone else’s work, including but not limited to: homework, written papers, examinations, laboratory assignments, published work, circuit designs, software, etc.;
  - Alteration of any academic grade or rating so as to obtain unearned academic credit;
  - Deliberate falsification of a written or verbal statement of fact to a Faculty member and/or Institutional Official, so as to obtain unearned academic credit, or the invention of any information in an academic exercise, such as the use of

ready-made tests or term papers, or falsifying data in a lab record or a student record, including a record of attendance;

- The forgery, alteration, or misuse of any Institute document relating to the academic status of the student, and/or any act that distorts or could distort grades or other academic records.
- **Unauthorized Aids**
  - Use or attempted use of prohibited materials, information, or study aids in an academic exercise used to provide unfair advantage to that student or used to convey information to another student. For example, using an unauthorized formal sheet during an exam, using unauthorized notes, or unauthorized equipment (including but not limited to programmable calculators, cell phones, ear buds/phones, smart watches, etc.)
- **Collaboration**
  - Allowing another student to have access to your work, thereby enabling that student to represent the work as his or her own;
  - Unauthorized interaction with another student or students in the fulfillment of academic requirements;
  - Using another person's file, flash drive, diskette, or copying another student's computer program;
  - Sharing course materials or copyrighted materials, including but not limited to tests, course work, homework, etc., by any means, including but not limited to photographic/electronic sharing (social media, cell phone, etc).
- **Substitution**
  - Having someone else take a quiz or exam in your place or assisting someone in any way during a quiz or exam, or using any unauthorized electronic device or other unauthorized method of support during a quiz or exam.
- **Sabotage**
  - Destruction of another student's work, such as a model, a lab experiment, a computer program, or term paper.

## **Student Responsibility**

If a student observes another student violating this policy, he/she is required to report the misconduct to the instructor.

## **Procedure**

### **Jurisdiction**

- This policy covers all students enrolled in credit classes.

## **Student Responsibilities**

- When responding to a charge of academic misconduct, a student may:
  - Deny the charges and request a hearing;
  - Admit the charges and request a hearing to determine sanction(s);
  - Admit the charges and accept the sanctions imposed by the instructor without a committee hearing;
  - Request a leave of absence from the College. The academic integrity matter must be resolved prior to re-enrollment;

- Request to withdraw permanently from the College.

### **Hearing Procedures**

- The student has the right to due process. If a student feels he or she is wrongly accused and requests a hearing, the Office of Academic Affairs will assemble a five-member committee including two faculty members from the division in which the incident was initiated (but outside of the program concerned), one faculty member from another division, one member from student affairs, and one division dean. The student has the right to be assisted by any single advisor he/she chooses, at his/her own expense. The student is responsible for presenting his/her own case and, therefore, advisors are not permitted to speak to or to participate directly with the committee. This step, including any student and/or faculty interviews and the committee's written response to the student by the division dean on the committee, should be completed within seven calendar days. The determination of the committee is final.

### **Student Rights and Responsibilities in a Hearing**

- A student accused of an academic integrity violation is entitled to the following:
  - Review the written evidence in support of the charge;
  - Ask any questions;
  - Offer an explanation as to what occurred;
  - Present any material that would cast doubt on the correctness of the charge; and
  - Determination of the validity of the charge without reference to any past record of misconduct.

### **Outcomes**

- A hearing committee may use any one or more of the following disciplinary measures for addressing instances of dishonesty:
  - Find in favor of the student and take no action;
  - Award a zero for the assignment;
  - Assign a failing ("F") grade for the course;
  - Recommend the dismissal of the student from the program; and/or
  - In cases serious enough to warrant suspension from the college, the matter will be referred to the conduct officer for review.