

# ACADEMIC HONESTY

## STUDENT ORIENTATION



The faculty and administrators of GTC support the concept of academic honesty. All students are expected to maintain honesty and integrity when completing all academic assignments and examinations. Plagiarism, cheating, and other forms of academic dishonesty will not be tolerated. Instances of any form of academic dishonesty will result in formal college action including the student receiving a "0" for the work submitted. The instructor may also refer the student to the appropriate administrator for further disciplinary actions, which could result in an "F" in the course, dismissal from the course, or dismissal from the college.

Students are in violation of the Student Code of Conduct when acts of academic dishonesty occur. These include, but are not limited to:

### **Cheating**

Cheating is the act of deception by a student who misrepresents his mastery of information on an academic exercise. These acts can be either premeditated or not. Examples include copying or allowing someone else to copy work of another student; using a textbook or other material during an examination; collaboration during an academic exercise or giving or receiving information; and using specially prepared materials during an academic exercise, such as notes or formula lists.

### **Plagiarism**

Plagiarism is the inclusion of someone else's actual words or paraphrases, ideas, or data into one's own work without acknowledging the original source. The included material must have appropriate citations such as footnotes or quotation marks and identification of the sources, published or unpublished, copyrighted or not copyrighted.

### **Collusion**

Collusion is defined as the unauthorized collaboration with another person in preparing academic assignments offered for credit or collaboration with another person to commit a violation of any section of the scholastic dishonesty rules. Example: Using another person's computer jump drive despite instructions to the contrary or without authority to do so.

### **Academic Misconduct**

Academic misconduct is the actual or attempted tampering or misuse of academic records or materials such as transcripts and examinations. Examples include stealing, buying, or otherwise obtaining all or part of a test or academic exercise that has not yet been administered; selling, bribing or giving away all or part of an academic exercise or any information about it that has not yet been administered; changing or altering a grade book, test, "drop form," or other official academic records of the College which would alter grades; and breaking in and/or entering a building or office for the purpose of changing a grade or tampering in any way with grades or examinations.

### **Accessory to Acts of Academic Dishonesty**

Accessory to Acts of Academic Dishonesty is the act of facilitating, supporting, or conspiring with another student to commit any form of academic dishonesty.

### **Falsification/Fabrication**

Falsification/Fabrication is the intentional use of invented information or the falsification of research findings with the intent to deceive. Examples include citation of information not obtained from the source indicated; listing sources in a bibliography not used in the academic exercise; inventing data or source information; submitting as one's own any academic exercise prepared totally or in part for/by another; taking a test for another student or permitting another student to take a test for oneself; submitting work previously used

for credit in another course without express permission of the Instructor; and falsifying information on official school documents such as application, financial aid, and/or scholarship forms.

### **Falsification of Records**

All students must be aware of the importance of supplying correct information on college applications, records, etc. Students should also notify the administration office if personal information changes during their enrollment. Students participating in any financial assistance program must inform Student Financial Services of any changes in circumstances that may alter their eligibility for such financial assistance. Falsification of student records may result in dismissal.