

Academic Integrity Committee
Meeting Notes
April 18, 2008

Present were Eric Barnhart (Executive Board Liaison), David Dial (OSI), Sarah Graham (OSI), Robert Kirkman (chair), Tom Michaels, Carol Senf (Student Honor Committee), Bryan Tyson (undergraduate student), Michael Warwick (HAC)

The meeting focused entirely on the draft Faculty Guide to the Integrity Process, which was provided to the committee ahead of time. Changes made to the document in the course of the meeting appear in the attached as tracked changes.

This document is to be made available to faculty as a one-page handout. It is also to serve as the template for a section of the OSI website, with links to resources from each bullet point.

The committee approved the Guide unanimously.

Faculty Guide to the Integrity Process
as of April 17, 2008

LAYING THE GROUNDWORK

- **Understand the Code.** Familiarize yourself with the Code of Conduct and with the procedures of the Office of Student Integrity (OSI), including sanctioning guidelines established by the Academic Integrity Committee.
- **Put It in Writing.** Include an Academic Integrity statement in your syllabus, specifying that all cases of suspected dishonesty will be forwarded to OSI for investigation (see honor.gatech.edu for examples).
- **Be Specific.** Include grading, collaboration and testing policies in your syllabus. This should include information on the use of cell phones, calculators, buzz cards, and items allowed in the testing room or during class.
- **State Your Commitment.** On the first day of class, verbally review with students the integrity policies in your syllabus. Students will only take academic integrity seriously if faculty bring it to their attention.
- **Follow Best Practices.** In designing each course and its components, including exams and assignments, incorporate strategies for encouraging integrity and minimizing temptations and opportunities for misconduct. See the OSI website for ideas and examples.

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HANDLING SUSPECTED DISHONESTY

- **Act Immediately.** If you detect possible misconduct in the classroom (e.g., during an exam), immediately confront the student's behavior in private (e.g., in the hallway); be brief.
- **Gather Detailed Information.** Whatever the circumstances in which you detect misconduct, gather information for submission to OSI, including detailed notes on circumstances, content on electronic devices alleged to have been used, and notations on the exam itself of the point at which dishonesty was suspected. See the OSI website for details.
- **Make Copies.** Copy all information for your own records so that OSI will have all the original materials.
- **Maintain Confidentiality.** Keep all cases of suspected misconduct confidential. Do not make statements to the entire class regarding the misconduct of one student.
- **Be professional.** Regard the alleged misconduct as a breach of established rules rather than as a personal offense.
- **Report the Case Within One Week.** Immediately complete the online referral form on OSI's website. You will then receive an email from OSI once you click the submit button on the form. Be sure to read this and respond appropriately.
- **Deliver the Information.** Immediately after filing the report, hand-deliver to OSI all information related to the case, including a copy of your syllabus. Contact OSI if you need someone to pick up the materials from your office.
- **Arrange a Conference . . .** If you choose the conference option, refer to the sanctioning guidelines beforehand. Speak to the student(s) individually. Inform the students that this is a formal faculty conference the outcome of which will be forwarded to OSI. Conduct the conference as an investigation: discuss the incident with the student, providing the student the opportunity to respond to allegations. Report the results of the conference to OSI. You may invite someone from OSI to attend the conference.
- **. . . OR, Leave It to OSI.** If you are asking for OSI to complete the entire investigation, do not speak with the student regarding the alleged misconduct. OSI will begin the investigation as soon as it has received all materials related to the case. The Student Conduct Administrator assigned to your case will contact you to discuss the matter further.

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FOLLOWING THROUGH

- **Review the Code.** Refresh your memory of the Code of Conduct, the investigation process, and the sanction guidelines.
- **Follow the Guidelines.** The Academic Misconduct Sanction Guidelines were developed by a standing committee of the Faculty Senate to help OSI and Honor Committee to be consistent in assigning sanctions. OSI will take account of aggravating and mitigating circumstances.
- **Participate in the Hearing.** If the case goes to Student Conduct Panel, prepare for and participate in the hearing. The Student Conduct Administrator will be in contact with you on processes and procedures of a hearing. Prepare in advance by reviewing your notes and your copies of the information you submitted to OSI.

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- **Enforce the Sanction.** Once a grade sanction has been determined by OSI or by the Honor Committee, adjust the student's grade accordingly. The integrity process works only with faculty enforcement.
- **Lay the Groundwork (Again).** Review course design policies to further encourage integrity – and eliminate the temptation to engage in misconduct – in the classroom.

[For hard copy:]
[Resources . . .](#)

[This guide, online:](#)

[Code of conduct:](#)

[Honor code](#)

[Sanctioning guidelines:](#)

[Syllabus examples:](#)

[Online reporting system:](#)

[OSI – website, phone number – integrity.gatech.edu.](#)

[HAC: Honor.gatech.edu](#)