



The Medical College of Georgia

Office of Academic Affairs

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Academic Integrity Policy

Introduction

Integrity in academics is a fundamental value of the Medical College of Georgia. It is the responsibility of all students to conduct academic work in an ethical manner at all times. An indispensable part of medical education is for students to become knowledgeable about the responsible conduct of academics appropriate to their discipline or field of study. Students are responsible for understanding and observing the Medical College of Georgia's academic integrity policy.

This policy defines serious violations of academic integrity. Allegations of violations will lead to inquiries conducted under the authority of the Medical College of Georgia and may result in the imposition of disciplinary actions. Procedures for these inquiries are described below.

Forms Of Academic Misconduct

Offenses against the standards of academic integrity include the following categories of misconduct. These categories are not limited to the violations listed below but may include other forms of misconduct.

1. Cheating or Obtaining an Improper Advantage

Includes but is not limited to:

- a. Copying from another's exam or other evaluative assignment
- b. Using notes, books, digital devices or resources, or other materials for an exam or other evaluative assignment without explicit permission of the instructor
- c. Submitting work that was previously used for another class without the informed permission of the instructor
- d. Discussing or sharing information about questions or answers on an exam or other evaluative assignment without explicit permission of the instructor
- e. Giving, taking, or receiving a copy of an exam without explicit permission of the instructor
- f. Allowing another person to take an exam or complete an assignment for the student
- g. Attempting to change the result of an exam or other evaluation



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2. Plagiarism

Includes but is not limited to:

- a. Representing the words, ideas, or work of others as one's own in writing or presentations, and failing to give full and proper credit to the original source
- b. Failing to properly acknowledge and cite language from another source, including paraphrased text
- c. Failing to properly cite any ideas, images, technical work, creative content, or other material taken from published or unpublished sources in any medium, including online material or oral presentations, and including the author's own previous work
- d. Presenting content generated by artificial intelligence as one's own
- e. Self-plagiarism (reusing previously completed work without consulting the instructor in advance)

3. Collusion

Occurs when multiple students conspire to violate academic honesty by providing or accepting unauthorized assistance, written or oral, in the preparation or completion of any activity, assignment, or examination without permission from the instructor, even if one or more of the students is not enrolled in the course or context in which the collusion occurs.

Handling Allegations Of Misconduct

1. Reporting Allegations of Misconduct

A faculty member or other reporting witness who finds evidence of academic misconduct must notify the Assistant Dean for Student Affairs (Class Dean) and provide evidence in writing as soon as possible.

2. Preliminary Inquiry

- a. The Assistant Dean for Student Affairs (Class Dean) and Assistant Dean for Curriculum (if applicable) will review the allegation with the reporting witness to determine if the complaint merits further consideration.
- b. If no basis is found for proceeding with further consideration, the case may be dismissed or resolved informally and no record will be kept. If the reporting witness or program representative objects to informal resolution, they may ask the Associate Dean for Student Affairs or the Dean's designee to reconsider this decision.
- c. When the assessment determines that there is a basis for further consideration, the Assistant Dean for Student Affairs (Class Dean) will give written notice to the student with details of the alleged violations. The Assistant Dean (Class Dean) and Assistant Dean for Curriculum (if applicable) will meet with the student to review the allegations and ask for an explanation. The student will respond to the allegations within five (5) business days of this meeting.
- d. Based on interviews and the information that has been gathered, the Assistant Dean for Student Affairs (Class Dean) and the Assistant Dean for Curriculum (if applicable) will



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recommend whether the preliminary inquiry has established grounds for a formal hearing. With the concurrence of the Associate Dean for Student Affairs, the Assistant Dean (Class Dean) will notify the student in writing of the outcome of the preliminary inquiry.

- e. If no basis is found for proceeding with formal consideration, the case will be dismissed or resolved informally and no record will be kept.
- f. If it is found that grounds exist for a formal Promotions Subcommittee meeting, the Assistant Dean will notify the student in writing of the charges and refer the case to the appropriate Promotions Subcommittee Chair.

Sanctions And Outcomes (General Guidelines)

1. General Guidelines for Sanctions

When it has been determined that a violation has occurred:

- a. The student will receive a “zero” grade for the assignment, quiz, and/or exam.
- b. The student will be provided with written notice via student’s @augusta.edu address.

This notice must include:

- i. The specific charge(s) of academic dishonesty, including a concise summary of the incident and the specific course, section, term, and assignment or activity in which the violation(s) occurred;
- ii. A summary of the student's response (if applicable) to the charge(s);
- iii. Notice of the student’s right to appeal the decision as described below.

Appeals

Please see the respective policy (e.g. Student Academic Promotions & Professionalism Conduct Committee, Grade Appeal Process for a Preclerkship Phase Module or Course, etc.) for the appropriate steps to appeal. Note: An unsatisfactory grade resulting from professional misconduct is one deficiency; a second deficiency is not accrued for the professionalism concern that caused the failing score.

Student Responsibility

It is the duty of the student to practice and preserve academic honesty. If the student has any doubt about a course policy or the instructor's expectations, they should consult the instructor or the course director. It is also the student's responsibility to check daily their Augusta University email so that official notification regarding academic dishonesty can be carried out in timely fashion.



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