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login in D2L course website, participation of online discussion, as well as on-time completion of homework.

### **Assignments, Discussion & Quiz/Exam Policy**

**All assignments MUST be submitted through D2L (<https://kennesaw.view.usg.edu/>) course website by the deadline specified in course calendar.**

- **Email submission will NOT be accepted.**
- **Any assignment that is less than 48 hours late is subject to a 10% penalty per day.**
- **Any assignment that is more than 48 hours late will NOT be accepted.**
- **Please note all due and end dates.**

The grades for labs/assignments/projects/discussions will be available 72 business hours after the due date.

Internet access of sufficient speed to download/display recorded lectures.  
Freeware or trialware software capable of creating slide + audio presentations.  
Standard office productivity applications like MS Word, Excel, PowerPoint, and Adobe Reader  
A printer (optional for printing course calendars, etc.)  
Microsoft Teams is required for class video instruction and quicker communications.

## **Academic Integrity Statement**

Every KSU student is responsible for upholding the provisions of the Student Code of Conduct, as published in the Undergraduate and Graduate Catalogs. Section II of the Student Code of Conduct addresses the University's policy on academic honesty, including provisions regarding plagiarism and cheating, unauthorized access to University materials, misrepresentation/falsification of University records or academic work, malicious removal, retention, or destruction of library materials, malicious/intentional misuse of computer facilities and/or services, and misuse of student identification cards.

Incidents of alleged academic misconduct will be handled through the established procedures of the University Judiciary Program, which includes either an "informal" resolution by a faculty member - resulting in a grade adjustment, or a formal hearing procedure, which may subject a student to the Code of Conduct's minimum one semester suspension requirement. Students are encouraged to study together and to work together on non-exam class assignments and lab exercises; however, the provisions of the STUDENT CONDUCT REGULATIONS, II. Academic Honesty, KSU Undergraduate Catalog will be strictly enforced in this class.

***Students caught violating the KSU policy on Academic Integrity in this course will be subject to the following:***

First the instructor will query the KSU SCAI office to determine if the student has a prior SCAI violation. If the student does, the entire case will automatically be deferred to the SCAI office for processing.

If not, the student will then be notified by KSU email as to the potential or alleged violations of KSU SCAI policy. If the instructor feels the evidence is sufficient, they will also include an informal penalty. Students have 2 business days (48 hours) to respond to the instructor, providing any information or justification for their actions. They will also indicate whether they a) acknowledge their responsibility and fault in the allegations and accept the offered informal penalty or b) refute any allegations, or deny responsibility, and request a formal hearing by the KSU SCAI office. Failure to respond within this period will be viewed as a

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### ***In accordance with KSU Policy***

discussion is cheating. When direct quotations are used, they should be indicated, and when the ideas, theories, data, figures, graphs, programs, electronic based information, or illustrations of someone other than the student are incorporated into a paper or used in a project, they should be duly acknowledged. No student may submit the same, or substantially the same, paper or other assignment for credit in more than one class without the prior permission of the current professor(s).

For the complete the SCAI policy visit [SCAI policy](#), from which this information was copied and/or adapted.

### **Use of Paraphrasing Tools**

Recently students have begun using online paraphrasing tools to avoid TII issues. To avoid any confusion or ambiguity with the use of these tools, the use of all such tools is hereby prohibited in this course. Any student caught using a paraphrase tool on an assignment will have their assignment treated like any other plagiarized submission and thus will be subject to SCAI procedures.

### **TurnItIn & D2L**

Any written assignments (including essay questions for the exams) assigned in the course will be evaluated by

**Academic Integrity Statement:**

