



UNIVERSITY OF
GEORGIA
Academic Honesty

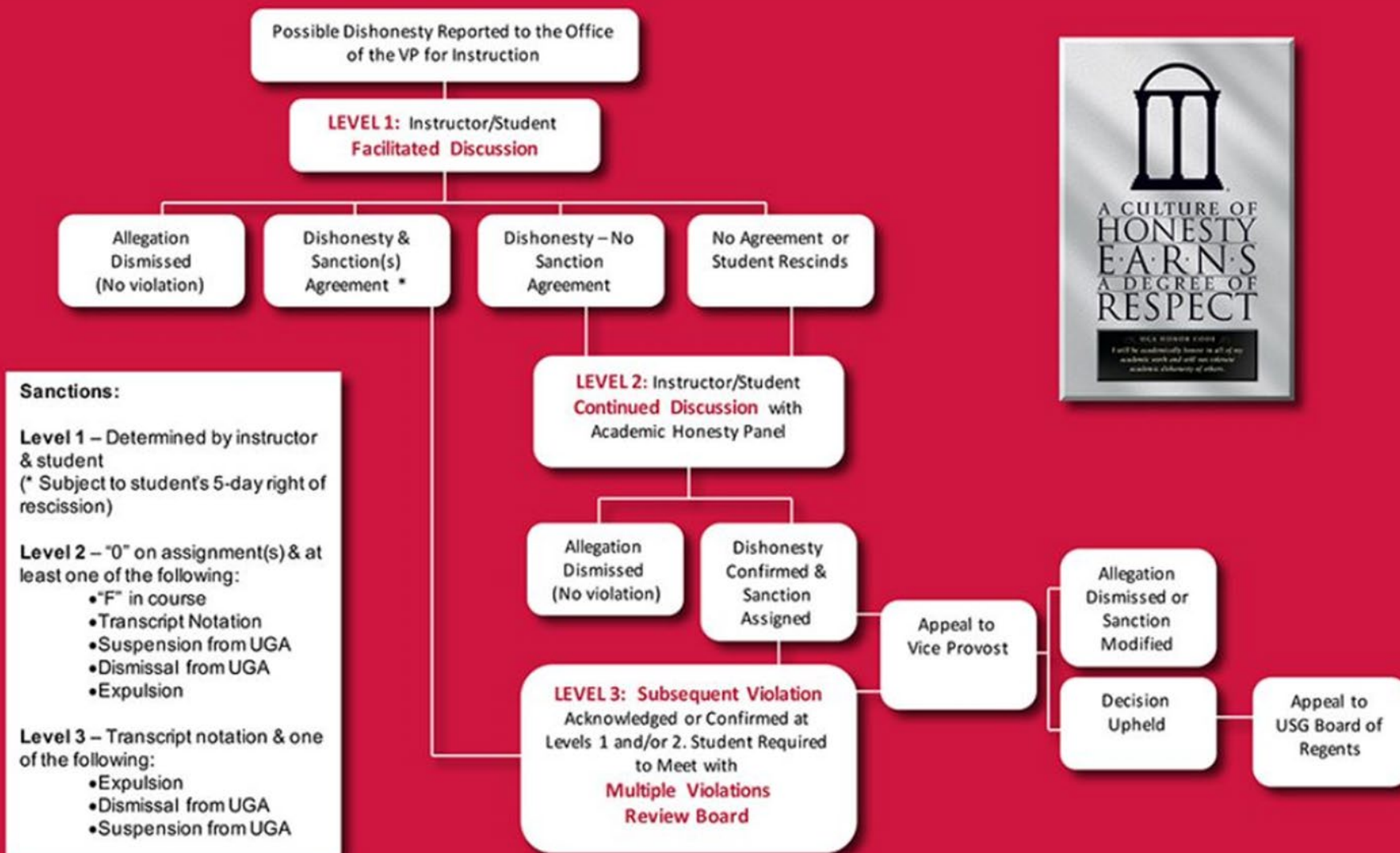
A Culture of Honesty

The University of Georgia's
Academic Honesty Policy

honesty.uga.edu

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Introduction

The University of Georgia (the university) seeks to promote and ensure academic honesty and personal integrity among students and the university community. Academic honesty is vital to the very fabric and integrity of the university.

Academic honesty is defined as completing all academic work without cheating, lying, stealing, or receiving assistance from any other person or using any source of information not appropriately authorized or attributed.

All students are required to follow the academic honesty policy. All members of the university community are responsible for creating and maintaining an honest university and for knowing and understanding the policy on academic honesty.

A Culture of Honesty is the academic honesty policy and procedures of the University of Georgia. The policy is available online at honesty.uga.edu.

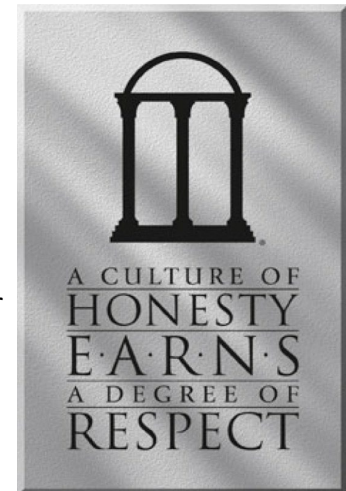
These procedures are designed to protect academic integrity while providing due process when suspected violations of the academic honesty policy occur.

The academic honesty process is adopted by the university to further its academic mission. In the interest of fairness, the policy requires notice to a student accused of violating this policy. The policy first provides for a Facilitated Discussion between the student and the instructor to seek a fair resolution to the alleged violation. If a matter is not resolved through a Facilitated Discussion, the policy allows for a Continued Discussion with an Academic Honesty Panel.

These procedures are designed to 1) protect the rights and interests of students and the university community, 2) guarantee fairness to all, and 3) ensure order. The forums used in academic honesty matters are designed to be educational while providing appropriate consequences when academic dishonesty occurs.

The goals of this academic honesty policy are to:

1. Foster a culture of academic honesty at the university.
2. Maintain the integrity and academic reputation of the university.
3. Process fairly and consistently cases of potential academic dishonesty.



Student Honor Code

The Honor Code adopted by the Student Government Association and approved by the University Council May 1, 1997, states: *"I will be academically honest in all of my academic work and will not tolerate academic dishonesty of others."* All students agree to follow this code by signing the Admissions Application.

Required Conduct

Members of the University Community. Any member of the university community who has personal knowledge relating to an alleged violation of this policy has a responsibility to report the alleged violation to the Office of Academic Honesty. Required conduct includes, but is not limited to, participating in a discussion with the student believed to have violated the policy and truthfully answering questions from and providing documentation to an Academic Honesty Panel.

Instructors. This policy provides the exclusive procedure for handling matters related to student academic dishonesty at the University of Georgia. Instructors have a responsibility to report alleged violations within fifteen (15) days of discovering the possible violation.

Instructors must take reasonable steps to inform students of academic honesty expectations. Additionally, each instructor must take reasonable steps to foster a climate of academic honesty. The failure of an instructor to do so is not a defense for students accused of academic dishonesty as students are expected to know and follow this policy.

Students. By enrolling in courses at the university, students agree to be bound by the academic honesty policy. Every student has an obligation to know the policy. Lack of knowledge regarding the policy is not an acceptable response to an allegation of academic dishonesty.

Related Faculty and Staff Conduct Policies. Any discipline of a member of the university community other than a student for academic dishonesty shall proceed under policies applicable to faculty and staff conduct.

Prohibited Conduct

No student may complete, attempt, or help another engage in academic dishonesty on academic work. Any dishonest act can be a violation of the policy, whether intended or not.

Students must be vigilant to avoid accidental plagiarism or assisting other students without authorization.

Examples of Academic Dishonesty. The following list includes, but is not limited to, examples of academically dishonest behavior:

Plagiarism - Using another's work as your own without correct citations. Examples include, but are not limited to:

- i. Directly quoting another's written or spoken words without quotation marks.
- ii. Paraphrasing without attribution.

- iii. Presenting someone else's original idea or theory as your own original work without attribution.
- iv. Using statistics, images, or data without recognizing who compiled them.
- v. Turning in work that another wrote as your own work.
- vi. Self-Plagiarism: Submitting an assignment for credit that has already been submitted, unless the current instructor authorizes its use prior to submission.

Unauthorized assistance - Giving or receiving help for assignments without prior approval from your instructor. During any assignment, any help (such as books, notes, calculators, technology, internet resources, or conversations with others) is considered unauthorized unless the instructor explicitly allows it. Examples include, but are not limited to:

- i. Copying, or allowing others to copy, answers to an assignment.
- ii. Sending, receiving, posting, uploading, downloading, or accessing relevant exam information, prior to, during, or after the exam itself (including written or orally, or use of sign, electronic device, or digital resource information).
- iii. Completing someone else's assignment or allowing them to complete yours.
- iv. Collaborating on any assignment that is an individual assignment.
- v. Submitting group work that does not represent work from all members of the group. Every student whose name is on a group project is responsible for the academic honesty of the group assignment.
- vi. Using any cellular device, electronic device, digital device, or programmable calculator without permission during an exam or closed assignment.

Lying/Tampering - Giving false information related to academic work or in connection with a facilitated discussion, continued discussion, meeting with multiple violations review board, or appeal. Examples include, but are not limited to:

- i. Giving false reasons for failing to complete an assignment before, during, or after submission.
- ii. Falsifying laboratory or experimental work, or fabricating data results.
- iii. Altering work after it has been submitted, and requesting academic credit for the altered work (unless the alteration was requested by the professor as a revision).
- iv. Altering grade, lab, or attendance records. This may include 'signing in' on another student's behalf or providing attendance verification information to a student not in attendance.
- v. Damaging equipment to prevent or alter evaluation of work; using someone else's password without permission; disrupting the function of a website; impersonating another person.

- vi. Giving or encouraging false information or testimony in connection with academic work or any proceeding regarding a violation of this policy.

Theft - Stealing any information related to academic work (such as past exams, grade records, forms used in grading, books, papers, computer equipment and data, or laboratory equipment and data).

Other - Any failure to comply with a duty imposed by this policy. There is no penalty for failing to report another student's dishonesty or for failing to testify in an academic honesty proceeding.

Any behavior that constitutes academic dishonesty is prohibited even if it is not specifically listed in the above list of examples.

Resolving Matters of Alleged Academic Dishonesty

Once a student has been accused of violating the academic honesty policy, procedures under the academic honesty policy are used to determine whether a violation has occurred.

Action Prior to Any Finding.

Requests for course withdrawal or deletion will not be approved until it is determined no violation occurred. If a violation is found to have occurred, course withdrawal or deletion requires the permission of the instructor.

The instructor must let the student complete all required assignments and grade all other work except the assignment(s) involved in alleged academic dishonesty. The instructor may take reasonable steps to collect and preserve evidence of the suspected violation, and to maintain or restore course integrity.

The student should continue attending class and turning in all other assignments. Student(s) and instructor(s) should not discuss the assignment(s) involved in the alleged violation without the presence of a facilitator.

Facilitated Discussion

Process for a Facilitated Discussion When an instructor believes an incident of academic dishonesty has occurred, the instructor should report the allegation to the Office of Academic Honesty, and the accused student will be notified. A meeting will be scheduled with a Facilitator to provide an educational, fair, and focused discussion of what may have occurred. The only parties present are the instructor(s), student(s), and Facilitator. The discussion may not be recorded.

If the instructor and student agree that academic dishonesty occurred, they can work together to determine consequences. If they cannot agree, the next step is a Continued Discussion with an Academic Honesty Panel to determine an outcome.

Possible Consequences after a Facilitated Discussion If a student agrees that a violation occurred, the parties can discuss and agree upon appropriate consequences or sanctions. The sanctions should be educational for the student that violated the policy, but fair to the students that completed the work honestly.

Students that agree to acknowledge a violation may be eligible for the university's remediation program. Students are only eligible for the remediation program if they are enrolled undergraduate students, have no prior violations, and they acknowledge a violation during in the Facilitated Discussion.

Students who acknowledge a violation may lose the right to withdraw from the course. At the instructor's discretion, a student may be required to remain in the course. If the student later attempts withdrawal, the withdrawal will be revoked by the Office of Academic Honesty. Any instructor who agrees to allow a student to retain their withdrawal eligibility must expressly state so in the Facilitated Discussion agreement.

The Student's Right to Rescind A student has the right to withdraw from any agreement reached in the Facilitated Discussion for up to five (5) days after the agreement is reached. If the student rescinds the agreement, an Academic Honesty Panel will meet to determine if a violation took place and assign sanctions in cases where a violation has occurred.

Continued Discussion

Process for a Continued Discussion The meeting with the Academic Honesty Panel is a continuation of the Facilitated Discussion where the outcome of the alleged violation and potential consequences are decided by the panel.

When a Continued Discussion is scheduled, a notice with the date, time and place of the meeting is sent to the student, instructor, and Facilitator assigned by the Office of Academic Honesty through university e-mail and U.S. Mail. The notice shall be deemed delivered five (5) days after the date of the notice, even if the student fails to respond. If either the student or instructor fails to attend the discussion, the Panel may still determine whether there was a violation, and if so, establish an appropriate consequence.

A Facilitator will moderate the Continued Discussion. The Office of Academic Honesty is responsible for creating "General Guidelines for Academic Honesty Continued Discussions." These guidelines will outline procedures that guarantee fundamental fairness in the process of the meeting and supplement *A Culture of Honesty*; they are available by request.

The only people allowed to make statements and ask questions in the discussion are the student(s), instructor(s), Facilitator and Panel. An exception may only be made if the Facilitator determines there is a need for assistance due to a disability or language barrier and a request has been made at least 2 days prior to the scheduled meeting. The student(s) and instructor(s) may each have one advisor at the Continued Discussion. The advisor cannot address the Panel. Meetings will not be rescheduled based on the advisor's schedule or conflicts.

The Continued Discussion is audio recorded. The recording and any other documents presented to the Academic Honesty Panel remain property of the university.

The instructor must show the Panel that it is *more likely than not* the student violated the policy. After meeting with the instructor(s) and student(s), the Panel meets privately to discuss the

evidence, decide whether a violation occurred, and render a formal decision. Except for the decision, no record of deliberations shall be kept. The Panel may impose a consequence only if the majority of panelists agree it is *more likely than not* that a violation occurred.

The decision will be mailed and e-mailed to the UGA e-mail address of the student, instructor, and Facilitator within five (5) days of the Continued Discussion. That notice shall be deemed delivered five (5) days after the date of the notice, even if the student fails to respond.

Possible Consequences after a Continued Discussion If a student is found in violation of the policy by the Academic Honesty Panel, they must receive the lowest possible grade for that assignment based on the grading scale for that course, plus at least one of the following:

- 1) Final course grade of F.
- 2) A transcript notation which reads “Academic Honesty Violation as Determined by the Office of the Vice President for Instruction.” The notation will remain until the student is no longer enrolled at university and two years after the Panel decision.
- 3) Suspension.
- 4) Dismissal.
- 5) Expulsion.

These are the minimum consequences, and the Panel may assign more if necessary. The Panel may impose consequences less than the minimums listed above only in extraordinary circumstances. If the Panel assigns more or less than the minimum above, they will provide a written rationale for their decision.

Students may petition the Office of Academic Honesty to remove the dishonesty transcript notation at the appropriate time. The petition will only be granted if the student has no new violations of the honesty policy and if the student has no unresolved allegations at this or any other university.

Action on Determination of No Violation If no violation is found, the instructor must enter the grade for the student without considering the alleged violation. That grade shall be entered on or before the later of: the date on which grades for that class are required by university policy to be submitted to the Registrar or 10 days following delivery to that instructor of a notice of the final determination.

Multiple Violations Review Board

Process for the Multiple Violations Review Board If a student violates the Honesty policy more than once, either by admitting the violation in a Facilitated Discussion or after being found in violation in a Continued Discussion, the Multiple Violations Review Board (MVRB) will meet with the student to assign any additional consequence(s) for the violations.

The student will receive written notice of the date, place, and time of the MVRB meeting, through university e-mail and the U.S. mail. The notice is considered delivered five (5) days after the date of the notice, even if the student fails to respond. If the student has been notified of the meeting as required by this policy and fails to attend, the Board may proceed to determine the consequence(s).

The Office of Academic Honesty is charged to create “General Guidelines for the Multiple Violations

Review Board.” These guidelines outline procedures that ensure fundamental fairness in the process of the meeting and supplement *A Culture of Honesty*; they are available by request.

The only parties allowed to make statements and ask questions during the meeting are the student, the Facilitator, and the Board. An exception may only be made if the Facilitator determines there is a need for assistance due to a disability or language barrier and a request has been made at least 2 days prior to the scheduled meeting. The student may have one advisor, but the advisor cannot address the Board. The meeting will not be rescheduled based on the advisor’s schedule or conflicts.

The meeting will be audio recorded. The recording and other documents presented are property of the University.

Following the meeting, the Board will privately determine the consequence(s) for the multiple violations, and within five (5) days the Office of Academic Honesty will send the decision to the student by university e-mail and U.S. mail. That notice shall be deemed delivered five (5) days after the date of the notice, even if the student fails to respond.

Possible consequences after the Multiple Violations Review Board A second violation of the Honesty policy may result in a more severe punishment, meaning the student will receive a permanent dishonesty transcript notation and one of the following:

- 1) Expulsion
- 2) Dismissal
- 3) Suspension

The Board may impose consequence(s) less than the minimums listed above only in extraordinary circumstances. They must provide a written rationale if they impose less than the minimum.

Appeal. An instructor may not appeal any decision of an Academic Honesty Panel or the Multiple Violations Review Board. A student may appeal the decision of an Academic Honesty Panel or the Multiple Violations Review Board to the President of the university (or their designee). Decisions of the President or designee may be reviewed as provided in Board of Regents policy.

There are four grounds a student may use to appeal a finding of a violation or the consequences assigned by an Academic Honesty Panel or the Multiple Violations Review Board:

- 1) The instructor did not demonstrate to the Academic Honesty Panel that it is “more likely than not” a violation occurred.
- 2) The consequences imposed are unreasonably harsh.
- 3) The student was denied a right in the process, and this affected the decision.
- 4) New evidence has been found since the Continued Discussion or MVRB meeting.

An appeal must be written and signed by the student, must state the grounds and argument of the appeal, and must be delivered to the Office of the President or their designee within five (5) days of the delivery of the decision by the Academic Honesty Panel or the Multiple Violations Review Board.

Effective Date for Suspension, Dismissal or Expulsion. Decisions regarding separation from the

university made prior to the withdrawal deadline for the semester will result in an administrative withdrawal for the student from their current courses. If the decision is issued after the withdrawal deadline, the student will be allowed to complete the term before the suspension, dismissal, or expulsion goes into effect.

Failure to Comply with Sanctions. If a student fails or refuses to comply with the consequences for a violation, the Office of Academic Honesty may convene an Academic Honesty Panel solely to review whether the student failed to comply, and, if so, the panel may impose additional consequences as appropriate. The Office of Academic Honesty may also place a hold on the student's record in accordance with university policy.

Relationship to Non-Academic Misconduct Policy

It is possible that a student will commit one act allegedly violating more than one university policy. If a student has allegedly violated the academic honesty policy and other university policies by the same act, the Office of Academic Honesty shall proceed to handle the academic matter under this policy.

The university recognizes the possibility that criminal prosecution or a civil case in a court of law (or both) may arise out of the same facts which are the subject of an academic dishonesty proceeding under this policy. The start of any such proceeding shall not prevent or delay proceeding under this policy. The imposition of a consequence or the award of damages or other relief in any such proceeding shall not prevent or delay the imposition of a consequence under this policy.

Law School

The University of Georgia School of Law has a separate policy concerning academic dishonesty. Any alleged act of academic dishonesty by a University of Georgia law student in connection with academic work supervised by faculty of the University of Georgia School of Law is subject to the policy of that school and is not subject to this policy.

Mandatory Annual Report on Academic Honesty Cases

The Office of Academic Honesty has exclusive responsibility for overseeing all policies and procedures related to academic dishonesty at the university. That Office will submit a written report to the University Council during fall term of each year. That report will cover the period from fall semester of the preceding calendar year through summer semester of the current year.

Access to Records

The records concerning any accusation made under the university's academic honesty policy are not open to the public. Records will be made available to people other than the student only upon receipt of a written request by the student in a form as required or in accordance with the university's FERPA policy. The records are retained in accordance with the Board of Regents Records Retention Policy.

Remediation of the Academic Record

The Office of Academic Honesty facilitates a remediation program for students. Students are eligible for the remediation program if the following conditions are met: (1) they are currently enrolled as undergraduate students; (2) they have no prior violations; and (3) they acknowledge a violation in the Facilitated Discussion. Students have one year from the date of the Facilitated Discussion to complete the program. If the program is not completed, then the record may be disclosed in accordance with FERPA.

Students who complete the program will have their record retained by the Office of Academic Honesty in the event that a subsequent violation occurs; however, there will be no additional disclosure of the first violation to any party other than the student unless the university is served with a valid subpoena for the records, provided that the student does not have a subsequent violation. If a student that completed the program receives a subsequent violation, the non-disclosure is revoked and the student will meet with the Multiple Violations Review Board.

Key Terms and Definitions

ACADEMIC HONESTY: doing all work without plagiarism, lying, stealing, tampering, unauthorized assistance, or any other form of cheating.

ACADEMIC DISHONESTY: cheating, attempting to cheat, or assisting someone else in cheating, even if unintentional.

ACADEMIC WORK: any work done for a class or required to be submitted for credit done for any course or program of study. It can be assigned/completed at any campus or study abroad courses offered by the university, and in online, remote, or distance learning courses. Examples include, but are not limited to: quizzes, papers, required drafts of papers, required attendance, examinations, lab exercises, reports, performances, presentations, artwork, theses, and dissertations.

ACADEMIC HONESTY PANEL: a group of panelists designated by the Office of Academic Honesty to review an accusation of dishonesty during a Continued Discussion. It consists of three students and two faculty members for each panel. Cases that involve a graduate student, pharmacy student, or veterinary medicine students in the DVM program must have at least two student panelists and at least one faculty panelist from the associated college.

ADVISOR: an individual who assists an instructor or student in preparing for a Continued Discussion or the Multiple Violations Review Board. An advisor may not address the other parties in a meeting. Students that violated the policy or were found in violation by an Academic Honesty Panel may serve as an advisor if they have successfully completed the remediation program.

CHAIR: the student acting as the presiding officer of the Academic Honesty Panel or Multiple Violations Review Board.

DAY: any calendar day that the university operates, excluding Saturday, Sunday, and university holidays. The official academic calendar of the university shall be controlling for purposes of determining which days are university holidays. When a certain act must be completed within a certain number of days following a specified beginning date, the beginning date will not be

included in that total.

DISMISSAL: a dismissed student may not enroll at the university for a minimum of three consecutive semesters after the term in which a violation occurred. Readmission from dismissal is not automatic. Students may appeal for readmission to the Petitions Subcommittee of the Educational Affairs Committee. Appeals for readmission must be written and signed by the student and include information about the academic honesty violation(s). Students may only submit this appeal in accordance with the dismissal policy.

EXPULSION: permanent severance of the student's relationship with the university. An expulsion issued after a student has graduated, in adjudication of misconduct that occurred before the graduation, will result in a recommendation for the University to revoke the student's degree.

FACILITATOR: a university staff or faculty member certified by the Office of Academic Honesty to lead students and instructors through a facilitated discussion or to moderate a Continued Discussion or Multiple Violations Review Board. The Facilitator is not a member of the Academic Honesty Panel and does not determine whether a violation took place. The Facilitator is authorized to decide all procedural matters prior to and during a Discussion.

INSTRUCTOR: any member of the university community approved to instruct or monitor instruction of students (e.g. professors, lecturers, teaching assistants, research assistants, etc.).

MULTIPLE VIOLATIONS REVIEW BOARD: a group made up of two faculty members and one student selected by the Office of Academic Honesty from its pool of panelists to determine additional consequences for students who have violated the honesty policy more than once. There will be a minimum of four faculty members and three student members from the pool of certified panelists able to serve in this capacity.

PANELIST: any student or faculty member selected by the Office of Academic Honesty to serve on an Academic Honesty Panel. Panelists must be certified as qualified, willing to serve, and complete an orientation session about this policy. Faculty panelists are drawn from the Corps of Instruction, as defined by the Academic Affairs policy Manual of the university, including, for example, tenured and tenure-track faculty, instructors, lecturers, and other teaching personnel as defined by the Manual. Student panelists must be currently enrolled at the university and must not have violated this policy or any other institution's academic honesty policy. The panelist's application serves as an authorization to verify the above information.

REMIEDIATION PROGRAM: a program designed and administered by the Office of Academic Honesty to assist students found in violation of the academic honesty policy to develop and maintain the ability to identify and uphold integrity during their academic careers and beyond. Students are only eligible if they are enrolled undergraduate students, have no prior violations, and acknowledge a violation during the Facilitated Discussion. Students that successfully complete the program are able to serve as advisors. Successful completion of the program will result in record non-disclosure to any party other than the student or unless the university is served with a valid subpoena, provided there is no subsequent violation that would result in a meeting with the Multiple Violations Review Board.

REVOCATION OF DEGREE: in some cases, a student may have graduated prior to the discovery of a potential violation of the academic honesty policy. In such cases, a student may lose their degree if the student would have been expelled as a result of the violation if it were discovered before the student graduated. Students that have a degree revoked may appeal the decision in the same manner as an expulsion.

SUBSEQUENT VIOLATION: any additional violation committed by the same student, after having been found in violation by Facilitated Discussion or in a Continued Discussion. Examples include, but are not limited to:

- 1) Two separate violations in two separate courses in two separate semesters.
- 2) Two separate violations in the same course in the same term, provided that the student had a Facilitated Discussion prior to the date of discovery of the second violation.
- 3) Two separate violations in two separate courses in the same semester.

SUSPENSION: a defined term of at least one semester in which a student cannot enroll at university. When the suspension is over, the student may return to university if they meet enrollment requirements.

TRANSCRIPT NOTATION: A notation on the academic transcript which reads “Academic Honesty Violation as Determined by the Office of the Vice President for Instruction.” If assigned as a sanction during the Continued Discussion, the notation will remain until the student is no longer enrolled at the university and two years after the Panel decision. Students may request in writing that the Office of Academic Honesty remove the dishonesty transcript notation at the appropriate time. The petition will only be granted if the student has no new violations of the honesty policy and if the student has no unresolved allegations at this or any other university. A notation assigned during a meeting with the Multiple Violations Review Board may be permanent and not eligible for removal.