



University Council

January 14, 2022

UNIVERSITY CURRICULUM COMMITTEE – 2021-2022

Susan Sanchez, Chair

Agricultural and Environmental Sciences – Nicholas Fuhrman

Arts and Sciences – Jonathan Haddad (Arts)

Rodney Mauricio (Sciences)

Business – Jim Carson

Ecology – Amanda Rugenski

Education – David Jackson

Engineering – Kun Yao

Environment and Design – Ashley Steffens

Family and Consumer Sciences – Sheri Worthy

Forestry and Natural Resources – Joseph Dahlen

Journalism and Mass Communication – Dodie Cantrell-Bickley

Law – Randy Beck

Pharmacy – Michelle McElhannon

Public and International Affairs – Leah Carmichael

Public Health – Allan Tate

Social Work – Harold Briggs

Veterinary Medicine – Shannon Hostetter

Graduate School – Wendy Ruona

Ex-Officio – Provost S. Jack Hu

Undergraduate Student Representative – Matthew Jue

Graduate Student Representative – Sarah Burns

Dear Colleagues:

The attached proposal from the Office of Academic Honesty to revise the Academic Honesty Policy will be an agenda item for the January 21, 2022, Full University Curriculum Committee meeting. This proposal was approved by the Educational Affairs Committee at the October 18, 2021, meeting.

Sincerely,

Susan Sanchez, Chair  
University Curriculum Committee

cc: Provost S. Jack Hu  
Dr. Rahul Shrivastav



## Memo

**From:** Phillip Griffeth, *Director*, Office of Academic Honesty  
Courtney Cullen, *Program Coordinator*, Office of Academic Honesty

**To:** Annette Poulsen, *Chair*, Educational Affairs Committee

**CC:** Rahul Shrivastav, *Vice President for Instruction*  
Fiona Liken, *Associate Vice President for Instruction & Registrar*  
Naomi J. Norman, *Associate Vice President for Instruction*  
William K. Vencill, *Associate Vice President for Instruction*

September 20, 2021

### ***A Culture of Honesty: Updated Policy 2021***

The facilitated discussion model in University of Georgia (UGA)'s policy for academic honesty, *A Culture of Honesty*, celebrated 20 years in 2020. The only substantive changes to *A Culture of Honesty* since 2000 were the addition of the Multiple Violations Review Board in 2007 and the inclusion of the College of Veterinary Medicine in 2017. After conducting a Faculty Listening Tour and surveying students on their perceptions of academic integrity at UGA, we're recommending an updated policy that continues to uphold the positive aspects of the current process but addresses the challenges with policy language and concerns for student success.

Highlights of the policy changes are as follows:

- Improved organization and clarity for better student / faculty comprehension
- Updated definitions that represent the unique challenges from technology today
- The addition of a remediation policy for students found in violation of the academic honesty policy

A full list of the changes and their rationales can be found in the attachments.

We look forward to discussing the proposed changes with you on October 18, 2021, at the start of Academic Integrity Week.

Sincerely,

Phillip Griffeth, *Director*

Courtney Cullen, *Coordinator*

## Changes to the AH Policy with rationales:

- Reorganization of the document:
  - Consequences are housed under the procedures for each section
    - Rationale: adjusts document flow, and adds clarity to each level of process within the document
  - Self-plagiarism is moved from lying/tampering to plagiarism
    - Rationale: self-plagiarism is a form of plagiarism, it confuses students and faculty when the charge becomes lying/tampering
- Clarity of language
  - Rationale: to make the document less confusing and more understandable
- Adjusted definitions to modernized examples of cheating
  - Rationale: last updates were in 2007, the internet and learning has progressed in the last 14 years (e.g., Chegg started as a textbook rental company in the mid-2000s, but has since become a substantial source for contract cheating through its online “Ask an Expert” tool).
- Retention of student right to withdrawal
  - Rationale: In practice, students may withdraw unless the faculty contacts this office and objects to the withdrawal. There is little enforceability, and sometimes withdrawing is a sanction from the faculty. Further, students going through a hardship may make decisions they would otherwise not have made. They will still have a record in the office that would disincentivize further cheating.
- Removed requirement for certified mail
  - Rationale: reduce office costs, in line with other institutions, does not result in students receiving documents more than regular mail and student e-mail
- Removal of students’ inability to take courses elsewhere for credit during suspension/dismissal
  - Rationale: Registrar’s Office has no way to enforce this, students must report transfer courses taken elsewhere due to Financial Aid regulations. There is no way in Banner to accept the transfer courses for financial aid purposes, but not include in student GPA or academic progress towards degree. This is also consistent with the Office of Student Conduct, which does not contain such a limitation.
- Addition of remediation program:
  - Rationale: Faculty, during the faculty listening tour, acknowledged worry regarding the disclosure of student records on Dean Certification. They do not want to report if it will “ruin a student’s life.” The Office of Academic Honesty needs faculty to be able to hold students accountable without fearing long-term repercussions for following university policy. The “remediation program” allows the policy to be a restorative in nature, rather than purely punitive.
- Right to rescind: have altered to reach agreement
  - Rationale: students cannot extend the right to rescind by not signing an agreement form
- Remove tenure track requirement for panelists
  - Rationale: with the number of non-tenure track faculty growing, this removes barriers to service for instructors, lecturers, and clinical faculty

Revised Version



# A Culture of Honesty

The University of Georgia's  
Academic Honesty Policy

DRAFT

[honesty.uga.edu](http://honesty.uga.edu)

## TABLE OF CONTENTS

<b>Introduction.....</b>	<b>2</b>
<b>Student Honor Code.....</b>	<b>3</b>
<b>Required Conduct.....</b>	<b>3</b>
<b>Prohibited Conduct .....</b>	<b>3</b>
Examples of Academic Dishonesty.....	3
Plagiarism .....	4
Unauthorized Assistance.....	4
Lying/Tampering.....	4
Theft .....	5
Other.....	5
<b>Resolving Matters of Alleged Academic Dishonesty .....</b>	<b>5</b>
Action Prior to Any Finding .....	5
Facilitated Discussion .....	5
<i>Process for a Facilitated Discussion</i>	
<i>Right to Rescind</i>	
<i>Consequences</i>	
Continued Discussion .....	6
<i>Process for a Continued Discussion</i>	
<i>Consequences</i>	
<i>Action on Determination of Innocence</i>	
Multiple Violations Review Board.....	7
<i>Process for the Multiple Violations Review Board</i>	
<i>Consequences</i>	
Right to Appeal.....	8
Effective Date of Suspension, Dismissal, and Expulsion.....	9
Failure to Comply with Consequences.....	9
<b>Relationship to Non-Academic Misconduct Policy .....</b>	<b>9</b>
<b>Law School .....</b>	<b>9</b>
<b>Mandatory Annual Report on Academic Honesty Cases .....</b>	<b>10</b>
<b>Access to Records.....</b>	<b>10</b>
<b>Remediation for the Academic Records.....</b>	<b>10</b>
<b>Key Terms and Definitions.....</b>	<b>10</b>

## 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](http://honesty.uga.edu).

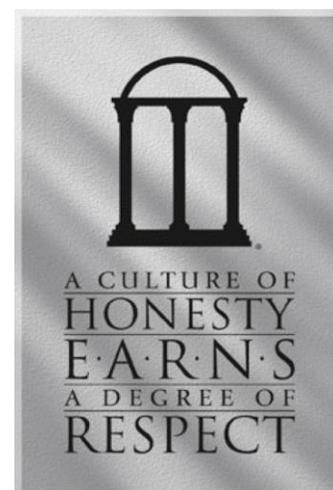
These procedures are designed to protect academic integrity while providing due process when suspected violations of the academic honesty policy occur.

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:

- a. **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.
- b. 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.
- c. 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.
- d. **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).
- e. **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.

**Remediation 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.

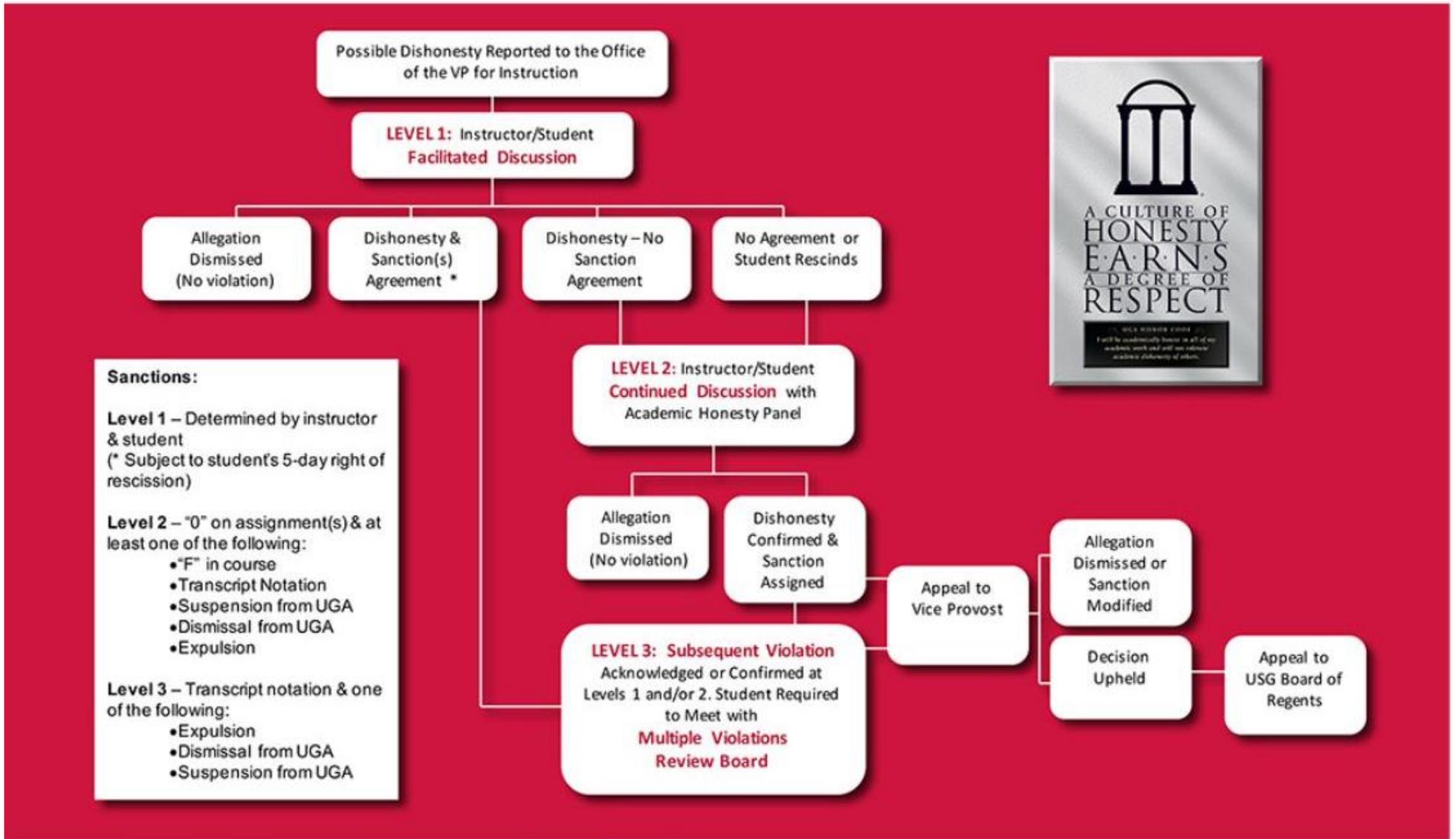
**Revocation of Degree:** in some cases, a student may have graduated prior to the discovery of a potential violation of the academic honesty policy. In such cases, a student may lose their degree if the student would have been expelled as a result of the violation if it were discovered before the student 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.



Current Version



# A Culture of Honesty

The University of Georgia's  
Academic Honesty Policy

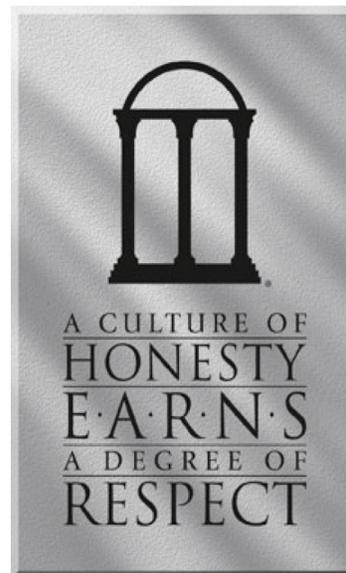
[honesty.uga.edu](http://honesty.uga.edu)

## TABLE OF CONTENTS

<b>Introduction .....</b>	<b>2</b>
<b>Student Honor Code .....</b>	<b>3</b>
<b>Definitions for Purposes of this Policy .....</b>	<b>3</b>
<b>Required Conduct.....</b>	<b>5</b>
<b>Prohibited Conduct .....</b>	<b>6</b>
Examples of Academic Dishonesty .....	6
Plagiarism .....	6
Unauthorized Assistance .....	6
Lying/Tampering.....	7
Theft .....	8
Other.....	8
<b>Procedures for Resolving Matters of Alleged Academic Dishonesty .....</b>	<b>8</b>
Action Prior to Any Finding .....	8
Facilitated Discussion.....	8
Continued Discussion.....	9
Action on Determination of Innocence.....	10
Multiple Violations Review Board.....	10
Appeal.....	11
<b>Consequences for Honesty Violations.....</b>	<b>12</b>
Facilitated Discussion.....	12
Student’s Right of Rescission.....	12
Academic Honesty Panel.....	12
Multiple Violations Review Board.....	13
Effective Date for Suspension, Dismissal or Expulsion .....	13
Failure to Comply with Consequences .....	14
<b>Relationship to Non-Academic Misconduct Policy .....</b>	<b>14</b>
<b>Law School .....</b>	<b>14</b>
<b>Mandatory Annual Report on Academic Honesty Cases.....</b>	<b>14</b>
<b>Access to Records.....</b>	<b>14</b>
<b>Facilitated Discussion Model for Resolving Academic Honesty Issues .....</b>	<b>15</b>

## Introduction

The University of Georgia (the university) seeks to promote and ensure academic honesty and personal integrity among students and other members of the university community. Academic honesty is defined broadly and simply - the performance of 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. Academic honesty is vital to the very fabric and integrity of the university. All students must comply with an appropriate and sound academic honesty policy and code of honest behavior. All members of the university community are responsible for creating and maintaining an honest university, and all must work together to ensure the success of the policy and code of behavior. All members of the university community are responsible for knowing and understanding the policy on academic honesty.



*A Culture of Honesty*, the academic honesty policy and procedures of the University of Georgia, will be made readily available to all students and instructors to ensure understanding of the academic honesty system and its proper functioning. The complete policy is available through the Internet at: [honesty.uga.edu](http://honesty.uga.edu).

It is the responsibility of all members of the university community to be informed concerning this policy. Where suspected violations of the academic honesty policy occur, appropriate procedures are designed to protect the academic process and integrity while ensuring due process. The academic honesty system is an academic process founded on educational opportunities, not a judicial process focused on adjudications.

This policy is adopted by the university to further its academic mission. In the interest of fairness, the policy requires notice to a student who is believed to have violated this policy, provides for a Facilitated Discussion between the student and the instructor to seek a fair resolution, and if no resolution can be found, allows for a Continued Discussion with an Academic Honesty Panel. These procedures are designed to 1) protect the rights and interests of students and other members of the university community, 2) guarantee fundamental fairness to all, and 3) ensure order. The forums used in academic honesty matters are intended to enhance educational opportunities while providing appropriate consequences when academic dishonesty occurs.

The goals of this academic honesty policy are to:

1. Foster a culture of academic honesty in the university community.
2. Maintain the integrity and academic reputation of the university.
3. Process fairly and consistently matters related to academic dishonesty.

## Student Honor Code

The academic honesty policy of the university is supplemented (not replaced) by an Honor Code which was adopted by the Student Government Association and approved by the University Council May 1, 1997, and provides: *"I will be academically honest in all of my academic work and will not tolerate academic dishonesty of others."* All students agree to abide by this code by signing the UGA Admissions Application.

### Definitions for Purposes of this Policy

**Academic Honesty** means performing all academic work without plagiarism, cheating, lying, tampering, stealing, giving or receiving unauthorized assistance from any other person, or using any source of information that is not common knowledge without properly acknowledging the source.

**Academic Dishonesty** means performing, attempting to perform, or assisting any other person in performing any academic work that does not meet this standard of academic honesty.

**Academic Work** means any act performed in connection with work required to be submitted, being prepared to be submitted, or actually submitted for academic advancement in connection with courses and programs offered by the university. Academic work includes, but is not limited to, dissertations, theses, examinations, exercises, quizzes, term papers, required drafts of assignments, required attendance, reports, performances, presentations, artwork, laboratory work, and scientific experiments. Academic work can take any form including, but not limited to, written, oral, magnetic or electronic form. Academic work includes, but is not limited to, work in connection with regular university courses or program of study (whether conducted at the Athens campus or other UGA location), independent study courses at any location, online courses, or study abroad courses offered by the university.

**Academic Honesty Panel** means any group of panelists designated by the Office of the Vice President for Instruction to review a particular accusation of dishonesty. Continued Discussion panels shall be made up of three students and two faculty members on each panel. In any case involving a graduate student, at least two student panelists shall be graduate students and at least one faculty panelist shall be a member of the graduate faculty. In any case involving a pharmacy student, at least two student panelists and one faculty panelist shall be from the College of Pharmacy. In any case involving a College of Veterinary Medicine student in the DVM program, at least two student panelists and one faculty panelist shall be from the College of Veterinary Medicine.

**Advisor** means an individual who assists an instructor or student in preparing for a Continued Discussion or a meeting with the Multiple Violations Review Board.

This policy covers any UGA student (undergraduate, graduate, professional, full-time or part-time student) who was enrolled at the university at the time the student performed the academic work in question.

**Chair** means a student member of each Academic Honesty Panel or Multiple Violations Review Board selected by the panel or board as the presiding officer.

**Day** means any calendar day in which the university operates, excluding Saturday, Sunday, and university holidays. The official academic calendar of the Office of the Vice President for Instruction 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 shall be excluded in computing the due date.

**Dismissal** means a minimum of three consecutive semesters after the term in which the current violation occurred during which the dismissed student is not allowed to be enrolled at the University of Georgia. Classes taken by the student at another school during the dismissal period will not be credited toward a UGA degree or calculated in the student's overall GPA. Readmission from dismissal is not automatic but determined by 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).

**Expulsion** means permanent separation of the student from the university.

**Facilitator** means an instructor, staff member, administrator, or graduate student certified by the Office of the Vice President for Instruction to assist an instructor and student in a fair and focused Discussion or to moderate a Continued Discussion. In the case of Continued Discussions, the Facilitator is not a member of the Academic Honesty Panel, does not vote to determine whether a violation occurred and does not participate in the private deliberations of the Panel. The Facilitator is authorized to decide all procedural matters prior to and during Discussion.

**Instructor** for purposes of reporting possible academic dishonesty, means any member of the university community approved to instruct or monitor instruction of students.

**Multiple Violations Review Board** means a group of two faculty members and one student selected by the Office of the Vice President for Instruction to determine consequences for students with multiple violations of the university's academic honesty policy. Each academic year, the Office of the Vice President for Instruction will select four faculty members and three students from the pool of certified Academic Honesty Panelists to serve in this role.

**Panelist** means any student or faculty member appointed by the Office of the Vice President for Instruction to serve on an Academic Honesty Panel. All panelists must be certified by the Office of the Vice President for Instruction as qualified and willing to serve. All panelists must have completed an orientation session about this policy. Faculty panelists must be tenured or tenure-track. Student panelists must be currently enrolled at the university and provide a written affirmation that they have not violated the policy of academic honesty at this university or any other institution. The panelist's application constitutes authorization to the Office of the Vice President for Instruction to verify the accuracy of that certification.

**Subsequent Violation** means an additional violation which occurred after a previous violation has been resolved either by agreement after a Facilitated Discussion or by a Panel after a Continued Discussion.

**Suspension** means a defined term of at least one semester in which a student is not allowed to be enrolled at the university. Classes taken by the suspended student at another school during the period of suspension will not be credited toward a UGA degree or calculated in the student's overall GPA.

When the period of suspension has been completed, the student may return to the university if he/she meets UGA enrollment requirements.

## Required Conduct

**Members of the University Community.** Any member of the university community who has personal knowledge of facts relating to an alleged violation of this policy has a responsibility to report that alleged violation to the Office of the Vice President for Instruction as provided in this policy. 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 and providing documentation of the matter 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 to the Office of the Vice President for Instruction as provided in this policy, and should do so within fifteen (15) days of discovering the possible violation.

Instructors shall have the responsibility to take reasonable steps to inform students of the academic honesty rules that apply to particular academic work and the specific types of academic assistance that are permissible in connection with that academic work. Additionally, each instructor shall take reasonable steps to foster a climate of academic honesty. The failure of an instructor to meet these responsibilities, however, shall not be a defense to an accusation of academic dishonesty against a student.

**Students.** The enrollment of a student at the university constitutes the student's agreement to be bound by this policy. Every student has an obligation to be informed concerning the terms of this policy. Lack of knowledge of the provisions of this policy is not an acceptable response to an allegation of academic dishonesty.

The procedures described in *A Culture of Honesty* are designed to protect the rights and interests of the student and the instructor`.

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

## Prohibited Conduct

No student shall perform, attempt to perform, or assist another in performing any act of dishonesty on academic work to be submitted for academic credit or advancement. A student does not have to intend to violate the honesty policy to be found in violation. For example, plagiarism, intended or unintended, is a violation of this policy.

**Examples of Academic Dishonesty.** The following acts by a student are examples of academically dishonest behavior:

**a. Plagiarism** - Submission for academic advancement the words, ideas, opinions or theories of another that are not common knowledge, without appropriate attribution to that other person. Plagiarism includes, but is not limited to, the following acts when performed without appropriate attribution:

- i. Directly quoting all or part of another person's written or spoken words without quotation marks, as appropriate to the discipline;
- ii. Paraphrasing all or part of another person's written or spoken words without notes or documentation within the body of the work;
- iii. Presenting an idea, theory or formula originated by another person as the original work of the person submitting that work;
- iv. Repeating information, such as statistics or demographics, which is not common knowledge and which was originally compiled by another person;
- v. Purchasing (or receiving in any other manner) a term paper or other assignment that is the work of another person and submitting that term paper or other assignment as the student's own work.

**b. Unauthorized assistance** - Giving or receiving assistance in connection with any examination or other academic work that has not been authorized by an instructor. During examinations, quizzes, lab work, and similar activity, students are to assume that any assistance (such as books, notes, calculators, and conversations with others) is unauthorized unless it has been specifically authorized by an instructor. Examples of prohibited behavior include, but are not limited to, the following when not authorized:

- i. Copying, or allowing another to copy, answers to an examination;
- ii. Transmitting or receiving, during an examination, information that is within the scope of the material to be covered by that examination (including transmission orally, in writing, by sign, electronic signal, or other manner);

The submission of another person's computer code, tables, photographs or charts without appropriate attribution to the author is plagiarism.

In foreign language courses the use of an online translation program is generally considered academic dishonesty.

- iii. Giving or receiving answers to an examination scheduled for a later time;
- iv. Completing for another, or allowing another to complete for you, all or part of an assignment (such as a paper, exercise, homework assignment, presentation, report, computer application, laboratory experiment, or computation);
- v. Submitting a group assignment, or allowing that assignment to be submitted, representing that the project is the work of all of the members of the group when less than all of the group members assisted substantially in its preparation;
- vi. Unauthorized use of a programmable calculator or other electronic device.

Cell phones should be turned off and put away during class. If a cell phone is visible to the instructor during tests or quizzes, the student may be reported for academic dishonesty.

**c. Lying/Tampering** - Giving any false information in connection with the performance of any academic work or in connection with any proceeding under this policy. This includes, but is not limited to:

- i. Giving false reasons (in advance or after the fact) for failure to complete academic work. This includes, for example, giving false excuses to an instructor or to any university official for failure to attend an exam or to complete academic work;
- ii. Falsifying the results of any laboratory or experimental work or fabricating any data or information;

iii. Altering any academic work after it has been submitted for academic credit and requesting academic credit for the altered work, unless such alterations are part of an assignment (such as a request of an instructor to revise the academic work);

iv. Altering grade, lab, or attendance records. This includes, for example, the forgery of university forms for registration in or withdrawal from a course;

v. Damaging computer equipment (including removable media such as disks, CD's, flash drives, etc.) or laboratory equipment in order to alter or prevent the evaluation of academic work, unauthorized use of another's computer password, disrupting the content or accessibility of an Internet site, or impersonating another to obtain computer resources;

vi. Giving or encouraging false information or testimony in connection with academic work or any proceeding under this policy;

Signing an attendance sheet for another student who isn't in class is a violation of the academic honesty policy.

vii. Submitting for academic advancement an item of academic work that has been submitted (even when submitted previously by that student) for credit in another course, unless done pursuant to authorization from the instructor supervising the work or containing fair attribution to the original work.

**d. Theft** - Stealing, taking or procuring in any other unauthorized manner (such as by physical removal from a professor's office or unauthorized inspection of computerized material) information related to any academic work (such as exams, grade records, forms used in grading, books, papers, computer equipment and data, and laboratory materials and data).

**e. Other** - Failure by a student to comply with a duty imposed under this policy. However, no penalty is imposed under this policy for failure to report an act of academic dishonesty by another or failure to testify in an academic honesty proceeding concerning another.

Every student whose name is on a group assignment is responsible for the academic honesty of the entire assignment.

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

### **Procedures for Resolving Matters of Alleged Academic Dishonesty**

**Action Prior to Any Finding.** The instructor shall permit the student to complete all required academic work and shall evaluate and grade all work except the assignment(s) involved in the accusation of dishonesty. That instructor may, however, take any action reasonably necessary to collect and preserve evidence of the alleged violation and to maintain or restore the integrity of exam or laboratory conditions.

Requests for a course withdrawal or delete will not be approved unless it is determined that no violation occurred.

**Facilitated Discussion.** When an instructor believes that an incident of academic dishonesty occurred, s/he should contact the Office of the Vice President for Instruction. The Office of the Vice President for Instruction will notify the student of the report. A meeting will be scheduled and a Facilitator will be provided for a fair and focused discussion about what may have occurred. The instructor(s) who reported the matter, the student(s) believed to have violated the policy, and the Facilitator are the only participants in a Facilitated Discussion. These Discussions may not be recorded.

A student is presumed innocent until or unless the student agrees to a violation in a Facilitated Discussion or an Academic Honesty Panel finds the student in violation.

The instructor and student may reach an agreement about the matter and, if dishonesty is involved, may determine the appropriate consequence(s). If no resolution is agreed upon, the matter will be forwarded to a Continued Discussion with an Academic Honesty Panel which will

determine the outcome of the allegation. A plea of no-contest (i.e., a plea which does not admit guilt but which accepts a particular consequence) is not permitted under this policy.

**Continued Discussion.** The meeting with the Academic Honesty Panel is a continuation of the Facilitated Discussion conducted by a Facilitator. The resolution, including consequences when appropriate, is determined by the Panel.

When a Continued Discussion is scheduled, a written notice including a brief description of the alleged dishonesty, shall be delivered to the student, the instructor, and the Facilitator assigned by the Office of the Vice President for Instruction. The notice shall state the date, time and place of the meeting.

The notice shall be signed by a person designated by the Office of the Vice President for Instruction. The statement shall be delivered by certified U.S. mail to the student and by campus or regular U.S. mail to the instructor and the Facilitator. The notice shall be deemed delivered when mailed, even if the student fails or refuses to sign the return receipt for that notice.

The student(s) and the instructor(s) who reported the matter have the right and responsibility to be present and to speak truthfully at the Continued Discussion. If either the student or the instructor has been notified of the meeting as required by this policy and fails to attend, the Panel may proceed to determine if a violation occurred and if so, establish a consequence.

The instructor(s) who reported the matter, the student(s) believed to have violated the policy, the Facilitator, and the Academic Honesty Panel are the only participants allowed to make statements and ask questions in a Continued Discussion unless the Facilitator determines that the student and/or instructor need assistance due to a disability or language barrier.

The student and instructor may each have one advisor present at the meeting. The advisors may not address the panel or other parties in attendance. In addition, a Continued Discussion will not be scheduled or postponed based on an advisor's schedule.

A Facilitator assigned by the Office of the Vice President for Instruction shall moderate the Continued Discussion. The Office of the Vice President for Instruction is charged to create "General Guidelines for Academic Honesty Continued Discussions" outlining procedures that ensure fundamental fairness in the process of the meeting and supplement *A Culture of Honesty*. These procedures will be available by request.

During a Continued Discussion, the instructor who made the accusation has the responsibility to demonstrate to the Academic Honesty Panel that it is *more likely than not* that the student violated this policy. The Continued Discussion shall be tape recorded by the Office of the Vice President for Instruction. The tape recording and other documents presented during the Academic Honesty Panel meeting shall remain the property of the university.

An instructor must demonstrate that it is *more likely than not* that a violation occurred for an Academic Honesty Panel to find a student in violation.

Following the meeting with the instructor and the student, the panelists shall meet in private and render a written decision, including the consequences when the student has been found in violation of the policy. Except for that written decision, no record of these deliberations shall be maintained. If a majority of panelists believe that the instructor has not demonstrated that it is more likely than not that a violation occurred, the student must be found not to have violated this policy. A consequence may be imposed by the Panel only when the majority of the panelists find the instructor has met this responsibility.

Within five (5) days following the completion of the Continued Discussion, a copy of the decision shall be delivered by separate letters to the student, the instructor who reported the accusation, the instructor under whose supervision the academic work in question was performed, and the Facilitator. The decision of the Academic Honesty panel shall be mailed by the Office of the Vice President for Instruction to the student by certified U.S. mail and to the instructor(s) and Facilitator by campus or regular mail. That notice shall be deemed delivered when mailed even if the student fails or refuses to sign the return receipt for that notice.

**Action on Determination of Innocence.** If it is determined that no violation occurred, the instructor shall enter a final grade for that student determined without consideration of the alleged violation. That grade shall be entered on or before the later of: (a) the date on which grades for that class are required by university policy to be submitted to the Registrar; or (b) 10 days following delivery to that instructor of a notice of that student's final determination of innocence. For this purpose, "final determination" means that agreement is reached between the instructor and student during a Facilitated Discussion that dishonesty did not occur; or that an Academic Honesty Panel concludes that the student did not violate this policy. On final determination, the Office of the Vice President for Instruction shall notify the instructor in order that the appropriate grade made be entered. If on appeal, the student is found not in violation of this policy, notification to the instructor will be sent from the Office of the President.

**Multiple Violations Review Board.** If an Academic Honesty Panel determines that a subsequent violation occurred or a student acknowledges the subsequent violation during a Facilitated Discussion, the Multiple Violations Review Board will be convened to meet with the student and the Director for Academic Honesty or his/her designee to determine additional consequences for the multiple violations.

When a meeting of the Multiple Violations Review Board is scheduled, a written notice including a brief description of the alleged dishonesty shall be delivered to the student. The notice shall state the date, time and place of the meeting.

In accordance with federal law (the Family Educational Rights and Privacy Act) and university policy, UGA employees are unable to discuss a student's academic honesty record with parents, employers, attorneys, etc. without the written consent of the student.

The notice shall be signed by a person designated by the Office of the Vice President for Instruction. The statement shall be delivered by certified U.S. mail to the student and shall be deemed delivered when mailed even if the student fails or refuses to sign the return receipt for that notice.

The student has the right and responsibility to be present and to speak truthfully at the meeting with the Multiple Violations Review Board. 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.

The Office of the Vice President for Instruction is charged to create “General Guidelines for Multiple Violations Review Boards” outlining procedures that ensure fundamental fairness in the process of the meeting and supplement *A Culture of Honesty*. These procedures will be available by request.

The student who violated the policy more than once, the Director for Academic Honesty, and the Multiple Violations Review Board members are the only participants allowed to make statements and ask questions during the meeting unless it is determined that the student needs assistance due to a disability or language barrier.

The student may have one advisor present at the meeting. The advisor may not address the Board. In addition, a Multiple Violations Review Board Meeting will not be scheduled or postponed based on an advisor’s schedule.

The meeting shall be tape recorded by the Office of the Vice President for Instruction. The tape recording and other documents presented during the meeting shall remain the property of the university.

Following the meeting with the student, the Board shall meet in private and determine the consequences for the multiple violations. Except for that written decision, no record of these deliberations shall be maintained.

Within five (5) days following the meeting with the Multiple Violations Review Board, a copy of the decision shall be delivered by the Office of the Vice President for Instruction to the student by certified U.S. mail. That notice shall be deemed delivered when mailed even if the student fails or refuses to sign the return receipt for that notice.

**Appeal.** The instructor may not appeal any decision of an Academic Honesty Panel or the Multiple Violations Review Board. A student who has been suspended or expelled from the university or whose degree has been revoked may appeal the decision and consequence to the President of the university (or his/her designee). These appeals are a matter of right as provided in Board of Regents Policy.

A student who receives a lesser consequence may petition the Office of the President for a review of the matter. A review by the President in such cases is not a matter of right, but is

within the discretion of the President. Board of Regents policy requires a final decision of the President on discretionary appeals prior to any petition to the Board.

A student who is found to have violated this policy may only appeal the finding based on one or more of the following grounds: 1) a reasonable Academic Honesty Panel could not have found that the instructor met the responsibility to demonstrate a violation occurred based on what appears in the record; 2) the consequences imposed were unreasonably harsh; 3) the student was denied a right under this policy and the denial materially affected the decision; or 4) new or additional evidence has been found since the Continued Discussion or the Multiple Violations Review Board meeting.

The appeal or petition for review to the President must be written by and signed by the student and must state the grounds and argument of the appeal. It must be delivered to the Office of the President of the university within five (5) days following the date of delivery to the student of the final decision by the Academic Honesty Panel or the Multiple Violations Review Board.

The decision of the President of the university shall be rendered in accordance with Board of Regents policies and mailed to both the student and the instructor who reported the violation. That decision must be written and include the reason for the decision. Any final decision of the university President may be appealed only in the manner provided by the policies of the Board of Regents of the University System of Georgia.

## **Consequence(s) for Honesty Violations**

**Facilitated Discussion.** The instructor and student may reach an agreement about the appropriate consequence(s) for a dishonesty violation keeping in mind that the process should be educational for the student who violated the policy yet fair to other students who have honestly completed the academic work.

**Student's Right of Rescission.** The student has the right to rescind a Facilitated Discussion agreement by notifying the Office of the Vice President for Instruction within 5 working days from the date the agreement form is signed. If the agreement is rescinded, an Academic Honesty Panel will be convened to determine if academic dishonesty occurred and if so, to assign the appropriate sanction(s) for the violation.

**Academic Honesty Panel.** A student found in violation by the Academic Honesty Panel must receive either a 0 or the lowest possible grade on the academic work under the grading system for that course. In addition, one or more of the following consequences must be assigned:

1. Final course grade of F.
2. Placement of a dishonesty transcript notation which states: *"Academic Honesty Violation as Determined by the Office of the Vice President for Instruction,"* which must remain until the student is not enrolled as a student at the university and two years after the date upon which the Academic Honesty Panel entered its final decision.
3. Suspension.

4. Dismissal.
5. Expulsion.

The Academic Honesty Panel may impose additional consequences in addition to the minimums above.

If the Academic Honesty Panel finds that extraordinary circumstances warrant the imposition of a consequence less than the minimums described above, the Academic Honesty Panel shall state in writing the reasons for the extraordinary circumstances and why the assigned consequence is considered appropriate.

If the dishonesty transcript notation is imposed as a consequence, the student may petition the Office of the Vice President for Instruction in writing to remove the notation at the appropriate time. This request will be granted only if no additional violations of academic honesty against that student have been found at any time and no additional allegations of dishonesty are pending at this university or any other institution of higher education. The student's petition must grant the Office of the Vice President for Instruction permission to verify that information.

**Multiple Violations Review Board.** If an Academic Honesty Panel determines that a subsequent violation occurred or a student acknowledges the subsequent violation during a Facilitated Discussion, the Multiple Violations Review Board will be convened to meet with the student and the Director for Academic Honesty or his/her designee to determine additional consequences for the multiple violations.

The student must receive a permanent dishonesty transcript notation and one of the following consequences:

1. Expulsion
2. Dismissal
3. Suspension

If the Board determines that extraordinary circumstances warrant the imposition of a sanction less than one of the minimums, a detailed written rationale must be provided to the Office of the Vice President for Instruction and the student.

**Effective Date for Suspension, Dismissal or Expulsion.** A student who acknowledges a violation or is found in violation prior to the mid-point withdrawal deadline of the term and is suspended, dismissed or expelled for the violation will be administratively withdrawn from the current term's courses. If the student acknowledges the violation or is found in violation after the mid-point of the term, the student will be allowed to complete the current term, after which the suspension, dismissal, or expulsion will go into effect.

A record of a student's academic honesty violation is maintained by the university for a minimum of 5 years after the student's graduation.

A second violation of the academic honesty policy results in a permanent dishonesty transcript notation and suspension, dismissal or expulsion.

**Failure to Comply with Consequences.** If a student fails or refuses to comply with the requirements or consequences for a dishonesty violation, the Office of the Vice President for Instruction may convene an Academic Honesty Panel whose sole purpose shall be to determine if the student failed or refused to comply with the requirements or consequences assigned. If it is determined that the student did fail or refuse to comply, the panel may impose additional consequences deemed appropriate for the violation.

### **Relationship to Non-Academic Misconduct Policy**

It is possible that a student will commit one act allegedly violating both this policy and one or more other university policies. If a student has allegedly violated the academic honesty policy in addition to one or more other university policies by the same act, the Office of the Vice President for Instruction shall proceed to handle the academic matter under the procedures of this policy.

The university recognizes the possibility that criminal prosecution or civil case in a court of law (or both) may arise out of the same facts which are subject of an academic dishonesty proceeding under this policy. The commencement of any such proceeding shall not prevent or delay any 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 shall be subject to the policy of that school and shall not be subject to this policy.

### **Mandatory Annual Report on Academic Honesty Cases**

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

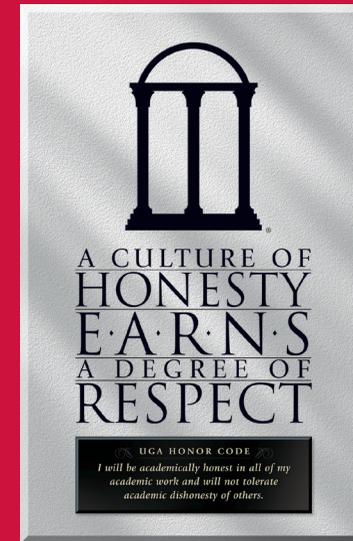
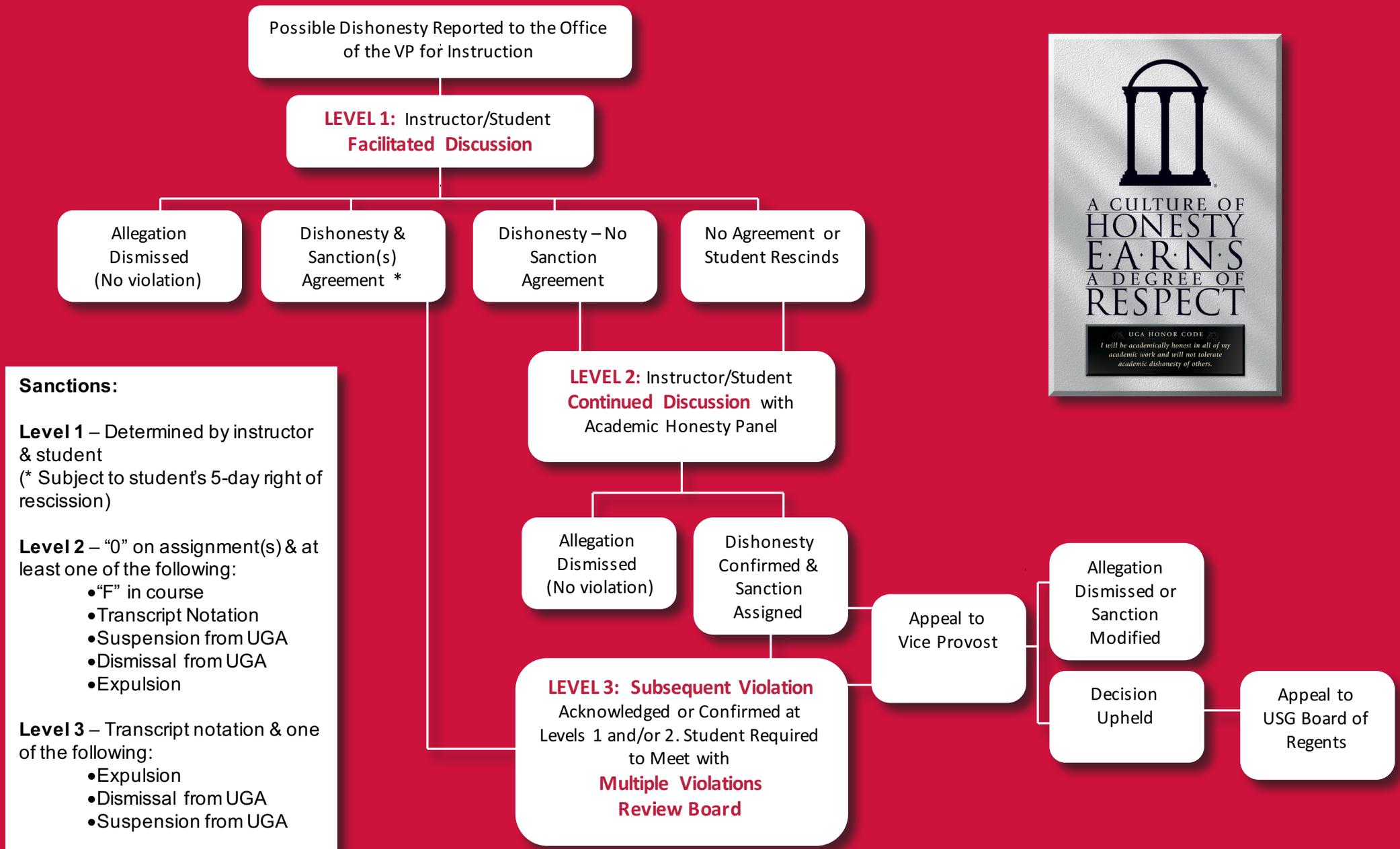
### **Access to records**

The records concerning any accusation made under the university's academic honesty policy are not open to the public. Those records, or any part thereof, 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 by the Office of the Vice President for Instruction or in accordance with the university's FERPA policy.

**Effective Date.** This policy shall apply to all acts occurring on or after May 15, 2007.



## Facilitated Discussion Model for Resolving Academic Honesty Issues



**Sanctions:**

**Level 1** – Determined by instructor & student  
(\* Subject to student’s 5-day right of rescission)

**Level 2** – “0” on assignment(s) & at least one of the following:

- “F” in course
- Transcript Notation
- Suspension from UGA
- Dismissal from UGA
- Expulsion

**Level 3** – Transcript notation & one of the following:

- Expulsion
- Dismissal from UGA
- Suspension from UGA