

A CULTURE OF HONESTY

**Policy on Academic Honesty
The University of Georgia**

Preamble

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.

The statement on policy and procedures will be made readily available to all students and faculty to ensure understanding of the academic honesty system and its proper functioning. 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.

Nature of this Policy.

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 faculty member 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.

Goals of this Policy.

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.

Availability of Policy to Members of the University Community.

A “plain language summary” of this policy shall be widely distributed to University students and shall be made available to any member of the University community upon request. The complete policy is available through the Internet at: www.uga.edu/ovpi. It is the responsibility of all members of the University community to be informed concerning this policy.

Definitions for Purposes of this Policy.

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

“Academic Dishonesty” means knowingly 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, 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 (whether conducted at the Athens campus or other UGA location), independent study courses at any location, courses offered through the University’s Continuing Education and Distance Learning Program at any location, or study abroad courses offered by the University.

“Advisor” means an individual who assists a faculty member or student in preparing for an Academic Honesty Panel meeting. The Office of the Vice President for Instruction will provide a list of individuals available to serve as advisors by request.

“Facilitator” means a student, faculty member, or staff member certified by the Office of the Vice President for Instruction to assist a faculty member and student in a fair and focused Discussion or to moderate Academic Honesty Panel meetings. In the case of panel meetings, 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 determine all procedural questions prior to and during Discussions or meetings with Academic Honesty Panels.

“Panelist” means any student and 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 application certifying that they have not violated the policy of academic honesty at this University or any other institution. The application to serve as a panelist constitutes authorization to the Office of the Vice President for Instruction to verify the accuracy of that certification.

“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. There shall be three students and two faculty panelists 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.

“Chair” means a student member of each Academic Honesty Panel selected by the panel as the

presiding officer for that panel's private deliberations.

“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.

“Faculty member” means any member of the University community approved to instruct or monitor instruction of students.

“Suspension” means a defined term in which a student is not allowed to be enrolled at the University. A condition of the suspension is that any 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.

“Expulsion” means permanent separation of the student from the University.

Prohibited Conduct.

General standard of conduct. No student shall knowingly perform, attempt to perform, or assist another in performing any act of dishonesty on academic work to be submitted for academic credit or advancement. The term “knowingly,” as used in the preceding sentence, means that the student knows that the academic work involved will be submitted for academic advancement. “Knowingly” does not mean that the student must have known that the particular act was a violation of the University's academic honesty policy. 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 a faculty member. 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 a faculty member. 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);

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.

c. Lying/Tampering/Bribery - Bribery or 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 the Faculty Member 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, 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 disks) 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 false information or testimony in connection with any investigation or hearing under this policy;

vii. Submitting for academic advancement an item of academic work that has previously been submitted (even when submitted previously by that student) for academic advancement, unless done pursuant to authorization from the Faculty Member 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.

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

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.

Faculty. This policy provides the exclusive procedure for handling matters related to academic dishonesty at the University of Georgia. Faculty have a responsibility to report alleged violations to the Office of the Vice President for Instruction as provided in this policy. Faculty 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 faculty member shall take reasonable steps to foster a climate of academic honesty. The failure of a faculty member to meet these responsibilities 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 accusation of violating this policy.

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.

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.

Procedures for Resolving Matters of Alleged Academic Dishonesty.

Facilitated Discussion. When a faculty member believes that an incident of academic dishonesty occurred, s/he should contact the Office of the Vice President for Instruction. The faculty member will be asked to contact the student to arrange a date and time to discuss the matter. The Office of the Vice President for Instruction will arrange for a Facilitator to be present at the meeting to assist in a fair and focused discussion about what may have occurred. The faculty member 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.

The faculty member 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 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.

Academic Honesty Panel. The meeting with the Academic Honesty Panel is a continuation of an educational Discussion about the matter conducted by a Facilitator. The resolution, including consequences when appropriate, is determined by the Panel.

Notice of Meeting with Academic Honesty Panel. If an Academic Honesty Panel is to be scheduled, a written notice including a brief description of the alleged dishonesty, shall be delivered to the student, the faculty member, 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 faculty member and the Facilitator. The notice shall be deemed delivered when mailed. The notice shall be deemed given even if the student fails or refuses to sign the return receipt for that notice.

Duty to be present. The student and the faculty member who reported the matter have the right and responsibility to be present and to speak truthfully at the meeting with the Academic Honesty Panel. If, after having been notified of the meeting as required by this policy, either the student or the faculty member fails to attend, the Panel may proceed to determine if a violation occurred and if so, establish a consequence.

Joint Academic Honesty Panel meetings. If more than one student is involved in a single episode, separate Academic Honesty Panel meetings shall be held for each student unless all of

the parties involved agree that a joint Academic Honesty Panel meeting is the most appropriate method of resolving the matter.

Persons entitled to be present at the Academic Honesty Panel meeting. The faculty member who reported the matter, the student(s) believed to have violated the policy, the Facilitator, the five-member Academic Honesty Panel, and the representative from the Office of the Vice President recording the meeting are the only participants allowed to make statements and ask questions in an Academic Honesty Panel meeting unless the Facilitator determines that the student and/or faculty member need assistance due to a disability or language barrier.

The student and faculty member may each have an advisor present at the meeting. The advisors may not address the panel or other parties in attendance. In addition, an Academic Honesty Panel meeting will not be scheduled or postponed based on an advisor's schedule.

Facilitator and Academic Honesty Panel. A Facilitator assigned by the Office of the Vice President for Instruction shall moderate the Academic Honesty Panel meeting. The Office of the Vice President for Instruction is charged to create "Procedures for Academic Honesty Panel Meetings" outlining procedures which ensure fundamental fairness in the process of the meeting. These procedures will be available by request.

During an Academic Honesty Panel meeting, the faculty member who made the accusation has the responsibility of demonstrating to the Academic Honesty Panel that it is more likely than not that the student violated this policy. Following the meeting with the faculty member 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 faculty member has not met this responsibility, 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 faculty member has met this responsibility.

The Academic Honesty Panel meeting 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.

Notice of decision. Within five (5) days following the completion of the Academic Honesty Panel meeting, a copy of the decision shall be delivered by separate letters to the student, the faculty member who reported the accusation, the faculty member 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 faculty member(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.

Appeal. The faculty member may not appeal any decision of an Academic Honesty Panel. A student who has been expelled or suspended from the University or whose degree has been revoked may appeal the decision and consequence to the President of the University. 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 faculty member 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 Academic Honesty Panel 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.

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 faculty member 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.

Alleged Violations and Consequences for Academic Dishonesty.

Action Prior to Any Finding. The faculty member 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 faculty member 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.

Action on Determination of Innocence. If it is determined that no violation occurred, the faculty member 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 faculty member of a notice of that student's final determination of innocence. For this purpose, "final determination" means that agreement is reached between the faculty member 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 faculty member as provided below 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 faculty member will be sent from the Office of the President.

Consequence(s) for a First Honesty Violation.

Facilitated Discussion. The faculty member 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.

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, when the violation is a first offense, 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 for a period of one semester other than summer.
4. Expulsion.

On determination of a first violation, 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 and shall authorize the Office of the Vice President for Instruction to verify that certification.

Subsequent Dishonesty Violations.

If the student acknowledges a second violation in a Facilitated Discussion, or an Academic Honesty Panel finds a second violation of this policy, the consequence shall be permanent expulsion and the dishonesty transcript notation. In addition, a degree previously awarded may be revoked.

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 and College of Veterinary Medicine

As of the date of the adoption of this policy (and continuing until such time as this provision is amended by University Council), the University of Georgia School of Law and the College of Veterinary Medicine each have a separate policy concerning academic dishonesty. Any alleged act of academic dishonesty by a University of Georgia law student or veterinary medicine student in connection with academic work supervised by faculty of the University of Georgia School of Law or College of Veterinary Medicine shall be subject to the policy of that school and shall not be subject to this policy.

Mandatory annual report on academic honesty cases by the Office of the Vice President for Instruction to the University Council.

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 on or before September 15 of each year. That report shall cover the period from fall semester of the preceding calendar year through summer semester of that calendar 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.

Effective Date.

This policy shall apply to all acts occurring on or after April 22, 2004.