ACADEMIC DISHONESTY

I. ACADEMIC DISHONESTY REGULATIONS, PROCEDURES, AND SANCTIONS

A. ACADEMIC DISHONESTY REGULATIONS

1. **Cheating** is (a) the use or attempted use of unauthorized materials, information, or study aids in any academic exercise; or (b) actions taken to gain unfair or undue advantage over others. Examples of cheating include (but are not limited to):
   a. Receiving, providing, and/or using unauthorized assistance or materials on any work required to be submitted for any course (including online services or social media to write papers).
   b. Alteration or insertion of any grade so as to obtain unearned academic credit.
   c. Fabricating information, research, and/or results such as taking, or attempting to take, an examination for another Student, alteration of legitimate research data, alteration or distortion of laboratory experiments, or deliberate distortion of another's work or results.
   d. Collaborating with others on assignments without the faculty's consent.
   e. Impeding the ability of Students to have fair access to materials assigned or suggested by the Faculty Member (e.g., removal or destruction of library or other source materials).
   f. Demonstrating any other forms of dishonest behavior.

2. **Classroom Copyright Infringement**
   a. Any recording and transmission of classroom lectures and discussions by Students without prior written permission from the class instructor, and without all Students in the class as well as the guest speaker(s) being informed that audio/video recording may occur (it is not a violation if Student has educational accommodations through the Student Accessibility Resource Center).
   b. Uploading any recordings of lectures and/or class presentations to publicly accessible web environments.

3. **Facilitation**
   a. Cooperating with and/or helping another Student to cheat such as instigating, encouraging, or abetting plagiarism or cheating and/or failing to report a known violation to the Office of Student Conduct.

4. **Plagiarism** is the offering of the words, ideas, computer data programs, or graphics of others as one's own in any academic exercise. Examples of plagiarism include (but are not limited to):
   a. The offering of another's work, whether verbatim or paraphrased, as original material without identifying the source(s) in an academic paper.
   b. Directly quoting the words of others without using quotation marks or indented format to identify them.
   c. Self-plagiarism: re-submitting work previously submitted without appropriate or accurate citation or credit and/or without explicit approval from the instructor.
   d. Use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials.
B. ACADEMIC DISHONESTY PROCEDURES

1. Reporting
   Reports should be submitted to the Office of Student Conduct or the Faculty Member of the class
   where the alleged violation occurred. Reports will be reviewed to determine if the alleged behavior
   is in violation of this Code. To report any violation of the Code of Student Conduct please go to
   http://students.georgiasouthern.edu/conduct/. A report of an alleged violation of the Academic
   Dishonesty policy should include:
   a. The type of alleged misconduct;
   b. Name of the Respondent;
   c. Date, time, and place of misconduct;
   d. Name and contact information for any witnesses;
   e. Any evidence available;

2. Confidentiality
   Where a Complainant requests that his or her identity be withheld or the allegation(s) not be
   investigated, the Office of Student Conduct will inform the requesting party that Georgia Southern
   University generally cannot guarantee confidentiality. The Office of Student Conduct will consider
   whether or not such request(s) can be honored while still providing a safe and nondiscriminatory
   environment for the University. Honoring the request may limit Georgia Southern University’s ability
   to respond fully to the incident and may limit Georgia Southern University’s ability to discipline the
   Respondent.

3. Retaliation
   Anyone who, in good faith, reports what they believe to be Student misconduct, who participates or
   cooperates in, or who is otherwise associated with any investigation, shall not be subjected to
   retaliation. Anyone who believes they have been the target of retaliation for reporting, participating
   or cooperating in, or otherwise being associated with an investigation should immediately contact
   the Office of Student Conduct. Any person found to have engaged in retaliation in violation of the
   Code of Student Conduct shall be subject to disciplinary action, pursuant to Georgia Southern
   University’s policy.

4. False Complaints
   Individuals who intentionally give false statements to a Georgia Southern official, or who submit
   false complaints or accusations, including during a hearing, shall be subject to disciplinary action
   pursuant to Georgia Southern University’s policy.

C. Minor Violation – Informal Resolution

1. An Informal Resolution for Academic Dishonesty can occur one of two ways:
   a. Between the Accusing Faculty Member and the Respondent
      i. In order for the case to be resolved informally with the accusing Faculty member,
         both the Faculty Member and the Respondent must agree to both the findings and
         the sanctions of the Informal Resolution. Any Student accepting the Informal
         Resolution will also be sanctioned to disciplinary probation by the Office of Student
         Conduct. The Respondent has three (3) Days to decide whether or not to accept
         the Informal Resolution. The Respondent is encouraged to contact the Office of
         Student Conduct to discuss his or her options.
ii. A Respondent is eligible for an Informal Resolution only if they have no previous findings of responsibility for the violations listed in this chapter.

iii. The Faculty Member will provide the Respondent with written notice of a scheduled meeting at least three (3) Days prior to the meeting. The purpose of the meeting will be to review and discuss the Charges before a final decision is reached.

iv. A third party observer may be present at the request of the Faculty Member or Respondent.

v. Documentary evidence and written statements may be relied upon by the Faculty Member, as long as the Respondent is allowed to respond to them at the meeting. Respondents may also be allowed to bring relevant witnesses.

vi. If the Respondent accepts responsibility for the violation, the Faculty Member and Respondent may then resolve the problem in a manner acceptable to both. If the Respondent denies the violation, or does not accept the sanction(s) determined by the Faculty Member, the case must then be referred to the Office of Student Conduct within ten (10) Days.

vii. Should the Faculty Member conclude there was no violation of the Code of Student Conduct, the case will be closed. The Faculty Member will send all relevant documentation to the Office of Student Conduct.

viii. Upon conclusion of the process, the Faculty Member and Respondent should both sign and date the Informal Resolution form, detailing the specific offense(s) and the sanction(s) assigned. Each party will retain a copy. The original form, along with all relevant documentation, will be submitted to the Office of Student Conduct and will become part of the Respondent’s permanent file. The Respondent will receive a letter from the Office of Student Conduct, outlining the agreed upon outcome of the case.

ix. Any Respondent has the option to accept an Informal Resolution. By accepting the Informal Resolution, the Respondent waives their right to a formal hearing and an appeal.

b. Between the Office of Student Conduct and the Respondent

i. Any Respondent with prior findings of responsibility for Academic Dishonesty violations or who is currently on disciplinary probation or Status Two must be referred to the Office of Student Conduct for adjudication.

ii. In cases where a first Academic Dishonesty violation is sent to be resolved to the Office of Student Conduct, the Student will have the option to resolve the case informally or request a formal hearing. Any Student who wishes to accept the Informal Resolution will receive any academic sanction(s) imposed, and also be sanctioned to disciplinary probation by the Office of Student Conduct. The Respondent has three (3) Days to decide whether or not to accept the Informal Resolution.
D. **Minor Violations – Formal Resolution**

1. In a Formal Resolution, the Respondent appears before the University Student Conduct Board for adjudication of their case.

2. The Respondent will be notified in writing of the date, time, and location of the hearing. This notice will also include any alleged violations of the Code of Student Conduct, and the names of the University Student Conduct Board members who will adjudicate the case. The Respondent will then have three (3) Days from the Receipt of this notice to challenge any individual scheduled to be a part of the University Student Conduct Board hearing the case. The composition of the University Student Conduct Board may be challenged only based on a conflict of interest or perceived bias. Challenges should be submitted in writing to the Office of Student Conduct who will render a decision.

3. During the University Student Conduct Board hearing, the Complainant and witness (if applicable) will have the opportunity to be present to answer any questions the University Student Conduct Board may have, as well as any questions the Respondent may have. The Complainant and witness (if applicable) will also have the opportunity to question the Respondent. All questions from the Complainant, witness, and Respondent must be directed in writing to the chair of the University Student Conduct Board. The chair of the University Student Conduct Board will ask the questions as written and will limit questions only if they are unrelated to determining veracity of the Charge leveled against the Respondent. The reason for any question not asked will be read into the record.

4. As per Chapter Four, the Respondent is entitled to an Advisor who may advise them and assist in drafting questions. The University Student Conduct Board will ask the questions as written and will limit questions only if they are unrelated to determining veracity of the Charge leveled against the Respondent. The reason for any question not asked will be read into the record.

5. The Chief Conduct Officer or designee reserves the right to allow a party to testify in a separate room or from a remote location. If this occurs, the Chief Conduct Officer or designee will ensure proper sequestration in a manner that ensures testimony has not been tainted and the sequestration will not disadvantage any party. If a party is unable to ask questions, the Chief Conduct Officer will work to provide reasonable accommodations to allow the party to ask questions of any person providing testimony.

6. The University Student Conduct Board will determine findings and recommend any authorized sanction or combination of sanctions it deems warranted by the circumstances of the case. Prior conduct history will not be considered until the sanctioning phase of the hearing.

7. A written copy of the University Student Conduct Board's recommendations will be submitted to the Director of Student Conduct or designee as a recommendation for administrative action. The Dean of Students or designee will review the hearing and all its associated materials and will either affirm the recommended findings and sanctions, reduce the recommended sanctions or remand the case back to a formal hearing. The Director of Student Conduct or designee will submit a final written decision to the Respondent, Faculty Member, and the Office of Student Conduct.

8. If the Respondent refuses to cooperate with the Office of Student Conduct or fails to attend the hearing, the hearing will be held in their absence. If the Respondent is found in violation, sanctions will be recommended.
E. **Major Violations – Formal Resolution**

1. **Notice of Investigation**
   a. The Office of Student Conduct or designee will contact the Respondent at their Georgia Southern University email address to notify them of:
      i. Preliminary Charges;
      ii. Possible sanctions;
      iii. Request for recusal for bias procedure;
      iv. The investigator who will be involved;
      v. The link to provide a written response;
      vi. The opportunity to schedule a preliminary meeting;

2. The Respondent will have three (3) Days from the Receipt of this notice to respond. In this response, the Respondent will have the right to admit or deny the allegations, to set forth a defense with facts, witnesses, and documents (written or electronic) to support that defense, and to challenge the assignment of the investigator assigned to the case. The assignment of the investigator may be challenged only on the basis of a conflict of interest or perceived bias. Challenges should be submitted in writing to the Office of Student Conduct who will render a decision concerning the challenge for recusal. A non-response from the Respondent will be considered a general denial of the allegations and no challenge of the investigator.

3. Based on this response, the investigator will interview the Respondent and any incident witnesses, collect and review documents or other physical or electronic information, and perform other steps as appropriate. The investigator will retain written notes and/or obtain written or recorded statements from each interview. The investigator will also keep a record of any proffered witnesses not interviewed, along with a brief, written explanation.

4. The investigator will summarize all information obtained as part of the investigation process in a preliminary investigative report. This preliminary investigative report will indicate resulting Charges (or no Charges), facts and evidence in support of those Charges, witness statements, and possible sanctions. The report will be submitted to the Respondent via the Student email account.

5. The Respondent will have the opportunity to respond in writing or schedule a meeting within three (3) Days of Receipt of this investigative report. The written response should indicate the Respondent’s plea to all preliminary Charges and, where applicable, their defense and facts, witnesses, and documents (written or electronic) to support that defense. A non-response from the Respondent will be considered a denial of the Charge(s).

6. The investigator may conduct further investigation determined necessary and warranted by the Respondent’s response to the investigative report.

7. The final investigative report will be provided to the University Student Conduct Board and to the Respondent if the case is resolved formally.

8. In a Major Violation Formal Resolution, the Respondent appears before the University Student Conduct Board for adjudication of their case.

9. Upon Receipt of the Formal Resolution notice, the Respondent will have three (3) Days from the Receipt of this notice to respond. In this response, the Respondent will have the right to challenge any individual scheduled to be a part of the University Student Conduct Board hearing the case. The composition of the University Student Conduct Board may be challenged only based on a conflict of interest or perceived bias. Challenges should be submitted in writing to the Office of Student Conduct who will render a decision. A non-
response from the Respondent will be considered a general denial of the allegations and no challenge of the individuals assigned to the University Student Conduct Board.

10. During the University Student Conduct Board hearing, the Complainant and witness (if applicable) will have the opportunity to be present to answer any questions the University Student Conduct Board may have, as well as any questions the Respondent may have. The Complainant and witness (if applicable) will also have the opportunity to question the Respondent. All questions from the Complainant, witness, and Respondent must be directed in writing to the chair of the University Student Conduct Board. The chair of the University Student Conduct Board will ask the questions as written and will limit questions only if they are unrelated to determining veracity of the Charge leveled against the Respondent. The reason for any question not asked will be read into the record. If the Respondent is unable to ask questions, the Chief Conduct Officer will work to provide reasonable accommodations to allow the Respondent to ask questions of any Witnesses or Complainants present.

11. As per Chapter Four, the Respondent is entitled to an Advisor who may advise them and assist in drafting questions. The University Student Conduct Board will ask the questions as written and will limit questions only if they are unrelated to determining veracity of the Charge leveled against the Respondent. The reason for any question not asked will be read into the record.

12. The Chief Conduct Officer or designee reserves the right to allow a party to testify in a separate room or from a remote location. If this occurs, the Chief Conduct Officer or designee will ensure proper sequestration in a manner that ensures testimony has not been tainted and the sequestration will not disadvantage any party.

13. The University Student Conduct Board will determine findings and recommend any authorized sanction or combination of sanctions it deems to be warranted by the circumstances of the case. Prior conduct history will not be considered until the sanctioning phase of the hearing.

14. A written copy of the University Student Conduct Board's recommendations will be submitted to the Director of Student Conduct or designee as a recommendation for administrative action. The Director of Student Conduct or designee will review the hearing and all associated materials and will either affirm the recommended findings and sanctions or reduce the recommended sanctions. The Director of Student Conduct or designee will submit a final written decision to the Respondent, Faculty Member, and the Office of Student Conduct.

15. If the Respondent refuses to cooperate with the Office of Student Conduct or fails to attend the hearing, the hearing will be held in their absence. If the Respondent is found in violation, sanctions will be recommended.

F. ACADEMIC DISHONESTY SANCTIONS

1. The following list of sanctions is intended to show the range of sanctions that may be imposed on a Student, Student Group, or Student Organization, either individually or in combination. This list is not to be regarded as all-inclusive but rather as a sample of sanctions that may be imposed. Other University policies and regulations may impose specific penalties for specific violations, and nothing in this section is intended to limit the imposition of those specific sanctions.

2. Students who fail to complete their sanctions by their determined deadline will receive a hold and a late fee on their Student account. Student Groups or Student Organizations that fail to complete their sanctions by the determined deadline may have additional sanctions assigned including, but not limited to a late fee. The University is not responsible for any financial loss incurred by the Student, Student Group, or Student Organization for any sanction.
3. Institutional Sanctions:
   a. **Disciplinary Warning** – An official written reprimand stating that unacceptable behavior has occurred and any further inappropriate behavior or other violations of the Code of Student Conduct may result in more serious actions by the University.
   b. **Status One** – Disciplinary Probation is a specific period of time for which the Student is not in good disciplinary standing during which further violations of the Code of Student Conduct may result in suspension or expulsion. Violations of Disciplinary Probation generally will result in more serious disciplinary action against the Student, such as suspension or expulsion from the University.
   c. **Status Two** – A Student placed on Status Two will be allowed to remain enrolled in school pending the completion of certain assigned sanctions or conditions. If any one condition or sanction is not met within the time allotted, the Student will be consequently charged with Failure to Comply. If the conditions placed on the Student included a prohibition of additional disciplinary findings, a Student on Status Two may be suspended following the exhaustion of all appeals and/or appeal periods at the campus level for additional violations of the Code of Student Conduct. In order to be considered to return to Georgia Southern University after suspension, the Student must complete all sanctions and conditions originally assigned.
   d. **Status Three** – Suspension indicates that a Student, by their actions, has forfeited the privilege of attending Georgia Southern University for a specified period of time. Students who reside on campus will have a minimum of 48 hour notice to remove all of their belongings out of the Residence Hall after notification that the sanction of suspension is in effect. All Residence Hall fees and deposits may be forfeited. Students must apply for readmission following suspension according to the “Guidelines for Readmission Following Suspension” document from the Office of Student Conduct. Conditions for readmission may be specified. The Student may also be added to the University System of Georgia’s Student Disciplinary Actions Reporting System.
   e. **Status Four** – Expulsion is the most serious sanction that can be imposed on a Georgia Southern University Student. Expulsion is a permanent separation from the University. An expelled Student may not enter any part of the campus without specific authorization from the Office of Student Conduct. Students who reside on campus will have a minimum of 48 hour notice to remove all of their belongings out of the Residence Hall after notification the sanction of expulsion is in effect.
   f. **Reduction of a Grade/Academic Sanction:** A reduction of a grade would apply to either the course assignment at issue or for the overall course grade (i.e., complete loss of credit for the course).
   g. **Educational Sanction(s)** – An educational sanction may consist of the assignment of specific projects to be performed by a Student, Student Group, or Student Organization, such as writing a research paper on a specific topic, performing community service hours, attending an educational program, and/or writing reaction papers on a specified topic. Educational sanctions might also include completing mandated alcohol, drug or other behavioral education programs and/or enrolling in web based online alcohol and drug education programs.
IX. APPEALS

A. ACADEMIC DISHONESTY

1. All levels of appeal will only be considered for the following reasons:
   a. To determine whether the original hearing was conducted fairly and in conformity with
      prescribed procedures, including whether any hearing questions were improperly
      excluded or whether the decision was biased in nature.
   b. To determine whether the finding of the case was consistent with the weight of the
      information.
   c. To determine whether new information, not available to the Student at the time of the
      hearing, is relevant to or sufficient to alter the final decision.

2. A Student wishing to appeal may do so to the Associate Vice President/Dean of Students or
   designee, provided the basis for the appeal is limited to the criteria listed above. Students who
   have accepted an Informal Resolution are not eligible for an appeal.

3. All appeal requests and responses in this process are transmitted by electronic mail (which
   accommodates distance learning Students).

4. A Student found responsible for violating this Code will have five (5) Days from the Receipt of
   the official outcome letter to appeal. The appeal must be submitted by 5pm. The appeal packet
   will be limited to a review of the record of the University Student Conduct Board, supporting
   documents, and the Student’s written appeal. The Student must explicitly state why they
   believe an appeal is warranted.

5. Any Student wishing to appeal should submit their appeal in writing to the Office of Student
   Conduct. The Office of Student Conduct will compile all pertinent information and deliver the
   appeal packet to the Associate Vice President/Dean of Students or designee. The Associate
   Vice President/Dean of Students or designee may:
      a. Affirm the findings and sanctions.
      b. Affirm the finding but issue a new sanction of lesser severity.
      c. Remand the case back to the decision-maker to correct a procedural or factual defect.
      d. Reverse or dismiss the case if there was a procedural or factual defect that cannot be
         remedied by remand.

6. The Associate Vice President/Dean of Students or designee will make a decision in a
   reasonable period of time. For cases including Status Two, Status Three and/or Status Four,
   the decision may be appealed to the Provost or designee as outlined below. For cases not
   including Status Two, Status Three, Status Four, the decision of the Associate Vice
   President/Dean of Students or designee is the final institutional action. There is no further right
   of institutional appeal.

7. When eligible, the decision of the Associate Vice President/Dean of Students or designee may
   be appealed in writing within five (5) Days to the Provost or designee. The appeal must be
   submitted by 5pm. The appeal must be submitted to the Office of Student Conduct. The Office
   of Student Conduct will compile all pertinent information and deliver the appeal packet to the
   Provost or designee. The Provost or designee may:
      a. Affirm the findings and sanctions.
      b. Affirm the finding but issue a new sanction of lesser severity.
      c. Remand the case back to the decision maker to correct a procedural or factual defect.
d. Reverse or dismiss the case if there was a procedural or factual defect that cannot be remedied by remand.

8. The Provost or designee will make a decision in a reasonable period of time. Should the Respondent wish to appeal the Provost or designee’s decision, they may appeal to the President.

9. A Student appealing the decision of the Provost or designee will have five (5) Days from the Receipt of the Provost or designee’s decision letter to appeal. The appeal must be submitted by 5pm. The appeal packet will be limited to a review of the record of the University Student Conduct Board, supporting documents, and the Student’s written appeal. The Student must explicitly state why they believe an appeal is warranted.

10. Any Student wishing to appeal should submit their appeal in writing to the Office of Student Conduct. The Office of Student Conduct will compile all pertinent information and deliver the appeal packet to the President. The President may:
   a. Affirm the findings and sanctions.
   b. Affirm the finding but issue a new sanction of lesser severity.
   c. Remand the case back to the decision-maker to correct a procedural or factual defect.
   d. Reverse or dismiss the case if there was a procedural or factual defect that cannot be remedied by remand.

11. The President will make a decision in a reasonable period of time. Should the Respondent wish to appeal the President’s decision, they may appeal to the University System of Georgia Board of Regents in accordance with the Board of Regents Policy 8.6.