

# Augusta University

## Policy Library

### Academic Honesty

**Policy Owner: Office of Academic and Faculty Affairs**

#### **POLICY STATEMENT**

Augusta University (“AU”) recognizes that academic honesty is essential to its academic function. The following regulations protect the equity and validity of the University’s grades and degrees, and help students develop ethical standards and attitudes appropriate to academic and professional life. Violations of academic honesty include, but are not limited to, cheating of all kinds, plagiarism, research misconduct, collusion, and false statements made to avoid negative academic consequences.

**Cheating** is prohibited. Cheating includes but is not limited to the following:

- Possessing, using, or exchanging improperly acquired information, whether in written or oral form, in the preparation of any essay, laboratory report, or other assignment in an academic course, or in preparing for any examination in a course.
- Copying from another student’s paper.
- Use of prepared materials, notes, or texts other than those specifically permitted by the instructor during the examination.
- Collaboration with another student during an examination, unless such collaboration is explicitly allowed by the course instructor for the examination in question.
- Unapproved use of any technological device to gain or provide advantage on an examination, lab practical, or other assignment to be submitted for academic credit.
- Substituting for another person during an examination or allowing someone else to substitute for you.
- Solicitation or bribery of any person to obtain examination information.

**Plagiarism** is prohibited. Themes, essays, term papers, tests, presentations, creative works, and similar work submitted to satisfy course and program requirements must be the personal work of the student submitting it. Plagiarism is the failure to acknowledge indebtedness to the authors/creators of works used to complete such assignments and/or other course requirements. It is always assumed that the work offered for evaluation and credit is the student’s own unless otherwise acknowledged. Such acknowledgment should occur whenever one quotes another person’s actual words; whenever one appropriates another person’s ideas, opinions, or theories, even if they are paraphrased; and whenever one borrows facts, statistics, or other illustrative materials, unless the information is common knowledge. Further, it is expected, in the production of creative work, that the student’s work products are original, and that any images, sounds, or other intellectual properties that are not the original work of the student will be used fairly and with acknowledgement of the original source(s).

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**Office of Compliance and Enterprise Risk Management Use Only**

**Policy No.:** 449

**Policy Sponsor:** Type the title of the Executive Leader of the department.

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**Last Review:** 06/27/2017

**Research Misconduct** is prohibited. Misrepresentation of data collection and analysis, including falsification, fabrication or omission of data is prohibited. Augusta University Policy for Responding to Allegations of Research Misconduct applies to students.

**Collusion** is prohibited. Collusion is defined as unauthorized assistance from or collaboration with another person in the preparation or editing of notes, themes, reports, or other written work or in laboratory work offered for evaluation and credit, unless such assistance or collaboration is specifically approved in advance by the instructor. In cases of collusion, both the provider and recipient of such assistance are in violation of this academic conduct policy. However, students are authorized to use appropriate campus resources in the completion of written work (e.g., the campus Writing Center). Unless stated otherwise by the course instructor, use of such campus resources does not constitute academic misconduct under this policy. However, no student, except those working in a tutorial capacity in a university-approved academic support center, will knowingly give or receive unauthorized assistance in the preparation of any assignment, essay, laboratory report or examination to be submitted for credit in an academic course.

**False statements** are prohibited. False statements are defined as declarations made to avoid negative academic consequences. They include oral and/or written statements designed to obfuscate, misrepresent, or otherwise distort the presentation of facts related to a student's academic conduct in a course or program of study. Examples of such false statements include, but are not limited to, oral or written documentation providing willfully inaccurate information related to attendance, course work, examinations, and/or other course requirements enumerated in the syllabus of the particular course for which such a statement is provided.

**Other acts** of academic dishonesty are prohibited. Other acts of academic dishonesty may be defined by the instructor in his/her course syllabus or other written instructions (e.g., exam directions).

### **Responsibilities**

**Faculty Responsibility:** It is the duty of the faculty to practice and preserve academic honesty and to encourage it among students. The instructor must clarify in writing (for example in the course syllabus) any situation peculiar to the course that may differ from the generally stated policy. He or she should, whenever possible, make explicit the intent and purpose of each assignment so that the student may complete the assignment without unintentionally compromising academic honesty. It is the responsibility of the faculty member to provide for appropriate oversight of assignments, examinations, internship components, and other course requirements. Finally, it is the responsibility of the faculty member to provide written notice to the student of any suspected violations of the academic honesty policy as described in process and procedures below.

**Student Responsibility:** It is the duty of the student to practice and preserve academic honesty. Each student should be aware of the specific policies governing academic conduct for

the program(s) and course(s) in which he or she is enrolled, as well as the grievance and appeals processes put in place for adjudicating such policies. If the student has any doubt about a course policy, s/he should consult with her/his instructor or the course director. It is also the student’s responsibility to check daily her/his Augusta University email so that official notification to the student regarding academic dishonesty can be carried out in timely fashion.

The following colleges handle disciplinary actions according to policies and procedures set forth in their respective conduct or honor codes:

Dental College of Georgia (DMD Students) – Student Conduct Code. Available upon request of the Associate Dean for Students, Admissions, and Alumni.

Medical College of Georgia (MD Students) – Medical College of Georgia Honor System. Available upon request by calling (706) 721-2231.

If the student is alleged to have engaged in non-academic misconduct, he or she should refer to the [Augusta University Student Code of Conduct](#) and the procedures outlined therein.

### AFFECTED STAKEHOLDERS

*Indicate all entities and persons within the Enterprise that are affected by this policy:*

- Alumni     
  Faculty     
  Graduate Students     
  Health Professional Students  
 Staff     
  Undergraduate Students     
  Vendors/Contractors     
  Visitors  
 Other:

### DEFINITIONS

**Business Day:** refers to any day on which the offices of Augusta University (excluding University police, libraries and housing) are open to the general public.

**Student:** includes any person taking courses at the University, either full-time or part-time. Persons who withdraw after allegedly violating the Student Code of Conduct, who are not officially enrolled for a particular term but who have a continuing relationship with the University or who have been notified of their acceptance for admission are considered students.

### PROCESS & PROCEDURES

For use in colleges that do not have their own respective conduct or honor codes, the procedures set forth here are intended to provide a means for resolving accusations of academic misconduct made by another student, an instructor, an administrator, or a university employee.

## 1. General Procedures

Violations of the Academic Honesty policy will be handled initially in the department in which the instructor of record has his/her primary appointment. In all cases, the expectation is that faculty members and deans will take action within a reasonable time of the faculty member becoming aware of the alleged violation, usually within five (5) business days. The following procedures will be followed upon encountering an alleged violation of academic honesty by a student:

- 1.1. The faculty member discusses the matter thoroughly with the student so that the student's and the instructor's positions are clearly delineated.
- 1.2. The faculty member decides upon the action, if any, that is appropriate to the incident. The instructor may request informal consultation with the chair and/or dean when making this decision.
- 1.3. The faculty member will provide a written summary of the discussion with the student along with the notice to the student of the charge(s) of academic dishonesty, what action will be taken as a result of the incident, and the right a student has to aggrieve the decision per the Student Academic Grievances policy, if not satisfied, to the department chair. In the case that the faculty member is the department chair or the unit does not have departments, then the student aggrieves to the dean or her/his designee. The written notice should be sent to the student's AUGUSTA.edu email address. Any correspondence between the instructor, individuals consulted, and student must be maintained by the faculty member.

## 2. Actions Taken in Cases of Alleged Academic Dishonesty

The severity of the action to be taken depends on the nature of the violation and should align with program and department standards. If the action is less severe than assigning a withdrawal failing or "WF" grade for the course, the instructor must specify the action to be taken (e.g., a "zero" grade for the assignment or test, reduced credit, requirement to complete additional work, etc.) per 1.3 above.

- 2.1. If the action is a "WF" grade for the course, the following procedure applies:
  - 2.1.1. The faculty member initiates a "WF" via the Withdrawal Form accompanied by the rationale for the "WF" and a copy of the letter sent to the student and submits to the chair.
  - 2.1.2. The department chair submits copies of the above to the dean of the college in which the department is housed.
  - 2.1.3. The dean shall notify the student of the "WF" in writing to her/his AUGUSTA.edu email address. This letter must remind the student of his/her right to appeal the decision per the Student Academic Appeals policy and that the appeal must be filed within five (5) business days of the

email being sent. The office of the dean shall hold the “WF” form until expiration of the appeal deadline. If the appeal comes at the end of a term or near the deadline for final grades, the instructor will notify the University Registrar who will assign an “NR” until the appeal has been completed.

- 2.1.3.1. If the student appeals, the Withdrawal Form shall not be processed until the appeal process has run its course. The student is expected to continue to abide by the syllabus for the course in which the academic misconduct is alleged to have occurred during the appeals process.
- 2.1.3.2. If no appeal is made, the dean shall send the withdrawal form to the Vice President for Academic and Faculty Affairs (VPAFA) who will maintain a record of the violation. The VPAFA will send the withdrawal form to the University Registrar to be recorded on the student’s academic transcript. An automatic notification of the withdrawal will be sent to the student and faculty’s AUGUSTA.edu email addresses.

### **3. Second Offenses**

If a student incurs more than one (1) “WF” for academic dishonesty, the VPAFA shall dismiss the student from Augusta University and direct the University Registrar to enter the phrase “Ineligible to Register” on the student’s academic transcript.

### **REFERENCES & SUPPORTING DOCUMENTS**

Policy 4.7.1 of The Policy Manual of the Board of Regents

[http://www.usg.edu/policymanual/section4/policy/C333/#p4.7.1\\_student\\_appeals](http://www.usg.edu/policymanual/section4/policy/C333/#p4.7.1_student_appeals)

AU Student Code of Conduct

<http://www.augusta.edu/student-life/conduct/>

Withdrawal Form

<http://www.augusta.edu/registrar/documents/09.20.16withdrawalform.pdf>

### **RELATED POLICIES**

Grading System Policy

Identifying the Instructor of Record

Responding to Allegations of Research Misconduct Policy

Student Academic Grievance Policy

Student Academic Appeals Policy

### **APPROVED BY:**

President, Augusta University and CEO, AU Health System    Date: 06/27/2017