Brenau University is an academic community actively engaged in scholarly pursuits. As members of this community, students are expected to recognize and honor standards of intellectual and academic integrity. Brenau supports the ideals of scholarship and fairness by rejecting all dishonest work when it is submitted for academic credit. Brenau University encourages students to be responsible and accountable for their decisions and actions. It is Brenau’s hope that its students will uphold the honor of the University by refraining from every form of dishonesty in the community. Any attempt by students to present the work of others as their own or to pass an examination by improper means is regarded as a most serious offense and renders those students who do so liable to disciplinary action. Assisting another student in any such dishonesty, or knowing of this dishonesty and not reporting it, is also considered a grave breach of honesty. Brenau University faculty members will make every effort to deal with suspected violations of academic dishonesty. Included in every syllabus is the Brenau Honor Code:

Brenau University Honor Code:
“I promise to uphold the Brenau University honor code by refraining from every form of dishonesty and cheating in University life, and will strive to create a spirit of honesty and honor. Failure to do so is considered a breach of trust toward the faculty and student body. I accept this commitment as a personal responsibility to refrain from and to report all forms of dishonesty and cheating.”

- Plagiarism. Plagiarism is the act of taking the words or ideas of another and representing them as one’s own.
- Cheating. Examples of cheating include, but are not limited to, giving or receiving unauthorized assistance, before, during, or after an examination or assignment, falsification or misrepresentation of information in an academic exercise or assignment, unauthorized use of someone else’s password or account number, and submitting work more than once without the consent of the instructor.
- Stealing in any form, as it relates to the academic program. Illustrative of this violation would be the stealing of exams or course material or the unauthorized removal of books, periodicals, reference, or audio-visual materials from the library.
- Turning in a class paper or theme already submitted in another class for credit, unless otherwise approved by the instructors concerned.
- Fabricating an excuse for a missed exam, missed oral report, or any other academic responsibility or assignment.
- Defacing or destroying materials relating to the academic program.

Disciplinary Action:
1. If a faculty member suspects academic dishonesty, she/he first contacts the student in question to determine student understanding and awareness of the issue. The student and faculty member should meet to discuss the issue, preferably face-to-face, but, in the case of a distance student, web conference is a possible alternative.
2. If, after the conversation, the student demonstrates an understanding of the issue, the faculty member may allow the student a “do-over,” but that option is solely at the discretion of the faculty member.
3. If, after the conversation, the student does not demonstrate an awareness of the problem and/or denies the charge, the faculty member will submit an Academic Dishonesty Incident Report Form detailing the violation and action taken to the Office of the Provost and Vice President for Academic Affairs where it will be kept on file.

4. The student will be given the opportunity to discuss the incident with the Provost and Vice President for Academic Affairs.
   - If the student admits guilt, the Provost will administer the appropriate action according to the sanctions on academic dishonesty.
   - If the student denies guilt, the Provost, in consultation with the Dean of the College and the instructor involved, will evaluate the evidence and determine appropriate action.

In cases where the incident occurred in a class section taught by the Provost, the dean of the respective college will handle the matter.

Sanctions of Academic Dishonesty
This includes plagiarism, cheating and dishonesty, in classroom or in class-related activities. The following sanctions represent the minimum action that will be taken. It is the prerogative of the Provost and Vice President for Academic Affairs to impose stronger sanctions if deemed appropriate.

a. 1st offense: “0” on the assignment; which may result in a “F” in the course, depending on the assignment. Students may be required to enroll in AS 120, Academic Honesty in Context, a zero-credit P/F course, and complete the course with a P during the next semester of enrollment. The cost for this five week course is $125.00.

b. 2nd offense: an automatic “F” in the course in which the offense took place. Students are required to enroll in AS 120 if they have not completed the course.

c. 3rd offense: Expulsion from the University.

Appeal Process:
When a student has substantial grounds to dispute an Academic Dishonesty Incident report and is prepared to present evidence to support an appeal, the student must initiate the procedure by speaking first with the professor who submitted the incident report.

If there are no errors in the incident report or other substantial evidence to support an appeal, the student is encouraged to accept the report as final. However, in cases where there are substantial grounds for a review and a resolution cannot be reached between the student and the professor, the student has the following recourse:

1. Within two weeks following the official notification that an incident report has been filed, the student must submit to the appropriate department chair a letter of appeal with evidence supporting the need for an external review of the incident report in question. The department chair will review the student’s material and consult with the professor before deciding if the report should stand. The department chair must provide a written response to the student, with a copy to the college dean and Provost office.

2. If a student does not accept the decision of the chair, there is one additional and final level of appeal. The student may submit documentation to the appropriate college dean who will determine if new information or insufficient consideration of the student’s case merits further review of the incident report by a review panel. The dean’s decision to proceed or not to proceed will be final in all cases.

3. If the dean determines that further review is warranted, s/he will convene and chair a panel of five faculty members. Both the student and the professor will have the opportunity to address the panel. Legal counsel may represent neither party. However, the dean may exercise discretion to invite other faculty or students, who can provide relevant information, to address the panel. The review panel’s decision will be final, with no recourse on the part of the student or professor for any further appeal.
4. The entire appeal process must be completed within four weeks of the time the notification of an incident report being submitted was issued. Once an appeal resolution has been determined, the Provost office will issue an official appeal decision to the student.

When the dean or department chair is the teacher of record, the dean will substitute for the department chair and the provost will replace the dean.
ACADEMIC DISHONESTY INCIDENT REPORT

Person Involved:
Name________________________________________ Student ID (if known) __________
Address______________________________________ Phone________________________

Witnesses/Others Present:                          Person Reporting:                         
________________________________________________________
________________________________________________________
________________________________________________________
________________________________________________________

Course Name/Number:________________________________

Date of Incident ________ Time ___________ AM    PM    Location________________

Nature of Incident:  (check all that apply)
_____ Allowing another student to view one’s work
_____ Work developed with substantive collaboration or support from another or others
_____ Falsification or misrepresentation of information or material in an academic exercise or assignment
_____ Giving or receiving unauthorized assistance, before, during or after an examination or assignment
_____ Unauthorized use of someone else’s password or account number
_____ Submitting work more than once without the consent of the instructor
_____ Other:_______________________________________

Description of Incident:  Please arrange events in sequential order.  Be specific, and avoid subjective comments.
Attach additional sheets, if necessary.

For Faculty Reporter’s Only: (check all that apply)
Grade Assigned for reported incident:________________________________________________________
Action Taken/ Requested:
☐ Counseled student regarding academic honesty.
☐ Assigned grade of “0” on assignment.
☐ Assigned grade of “F” in course.
☐ Request that student be enrolled in AS120.
☐ Appears to be an educational opportunity.  No further action is requested.

Provost Office Actions Taken/ Response: