

POLICIES AND PROCEDURES

Policy Subject: Academic Honesty Policy

Policy Number: AA-400-08

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; sharing course materials (hard copy or uploaded online) provided by the instructor or completed by the student for a course; falsification or misrepresentation of information in an academic exercise or assignment; unauthorized use of someone else's password or account number; submitting work more than once without the consent of the instructor; and lying for academic advantage.

Process:

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 an online student, web conference is a possible alternative.
2. Sanctions for academic dishonesty are as follows:
 - 1st offense: "0" on the assignment, which may result in an 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, at a cost of \$125.00, if the student does not understand why the incident is considered a breach of the academic integrity policy and/or if the student does not admit breaking

the academic integrity policy. Students must complete the course with a P during the next term of enrollment.

- 2nd offense: Required enrollment in AS 120 and an automatic F in the course in which the offense took place.
 - 3rd offense: Expulsion from the university.
 - Note: For incidents of plagiarism or similar committed while not enrolled (i.e. plagiarism of an academic suspension appeal), the appeal will be denied and an academic dishonesty report will be filed.
2. In all cases, faculty should submit an Academic Dishonesty Incident Report (ADR; available on the Brenau Registrar's Office website → forms) to the Office of Academic Affairs within 10 days of the incident occurring. The faculty member should provide supporting documentation.
 4. The Office of Academic Affairs reviews all submissions and evidence, ensures appropriate sanctions are enforced, and maintains records pertaining to academic dishonesty incidents.

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:

- 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 Office of Academic Affairs.

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.

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.

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 Office of Academic Affairs 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 (Student) Involved:

Name _____ Student ID _____
Address _____ Phone _____

Witnesses/Others Present:

Person Reporting:

Faculty Student Self
Name/Title _____
Address _____
Phone _____

Course Name/Number: _____

Date of Incident _____ Time _____ AM PM Location _____

Nature of Incident: (check all that apply)

- _____ Plagiarism (taking words or ideas of another and representing them as one's own without attempt at giving credit / citing)
- _____ Giving or receiving unauthorized assistance before, during, or after an exam or assignment
- _____ Sharing course materials (hard copy or online) provided by the instructor or completed by the student for a course
- _____ Falsification or misrepresentation of information or material in an academic exercise or assignment
- _____ Unauthorized use of someone else's password or account number
- _____ Submitting work more than once without the consent of the instructor
- _____ Lying for academic advantage
- _____ Other: _____

Description of Incident & Supporting Documentation:

Please submit to the Office of Academic Affairs. Arrange events in sequential order. Be specific, and avoid subjective comments. Documentation should include relevant artifacts, such as assignment, student submission, and email correspondence (or summary of conversation) between faculty member and student.

For Faculty Reporters: (check all that apply)

Action Taken/ Requested by Faculty Member:

- 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.

Office of Academic Affairs Actions Taken / Response:

- Supporting documentation submitted by faculty member
- Appropriate sanctions identified by faculty member
- Additional sanctions: _____
- Communication sent to student by Office of Academic Affairs

Provost / VPAA or AVPA Signature

Date
Revised: August 2019