

Note: The following form is a part of this policy as approved by the Senate.

Georgia State University
Notice of Academic Dishonesty

TO THE STUDENT: This serves as notification to you that the below signed individual has found you in violation of the University policy on academic honesty and has established the penalty(ies) described below.

You have the right to deny this finding of academic dishonesty and request a college hearing to determine your guilt or innocence. The academic penalty recommended below cannot be challenged. If a disciplinary penalty has been recommended below, you have a right to challenge the disciplinary penalty (whether or not you accept the finding of academic dishonesty) and to appear before the University Senate Committee on Student Discipline; this committee automatically reviews all recommendations for student disciplinary sanctions.

To deny the finding of academic dishonesty or to challenge a recommendation for a disciplinary penalty, you must submit within 20 business days of receipt of this notice a written statement to the college dean requesting either or both of these actions. If you do not respond within 20 business days, it will be assumed that you have accepted this finding of academic dishonesty and that you have waived the right to challenge the disciplinary penalty, if any, recommended below. This notice of academic dishonesty will then be included in your disciplinary file in the Office of the Dean of Students. This information (unless the disciplinary penalty recommended below, if any, specifically indicates otherwise) is not included in your permanent academic record and is used for disciplinary purposes only. Multiple findings of academic dishonesty may result in additional recommendations for disciplinary sanctions.

Definition of penalties and a summary of review and processing procedures are contained on the reverse of this notice. A complete copy of the university's policy and procedures regarding academic honesty can be obtained from the dean of the college or the Dean of Students.

Student Name: _____ Panther ID#: _____ - _____

Course: _____ Comp #: _____ Term/Year: _____

Instructor: _____ College: _____

Statement of academic dishonesty by initiator:

Academic penalty recommended:

Disciplinary penalty recommended, if any:

Signature

Date

Date Student Notified

DEFINITION OF ACADEMIC PENALTY: Sanction sought for academic dishonesty will be considered an academic penalty if the initiator wished to assess penalty for academic assignments only, such as a failing grade to the student for a particular course assignment, or for the course itself, or for other tests or program requirements involved in the incident. The academic penalty cannot be challenged.

DEFINITION OF DISCIPLINARY PENALTY: Sanction sought for academic dishonesty will be considered a disciplinary penalty if the initiator wishes to seek sanction in addition to those considered as academic. Disciplinary penalties could include, but are not limited to, the following sanctions: suspension, expulsion, transcript annotation(s). Students may challenge a disciplinary penalty regardless of whether the student accepts findings of academic dishonesty. All disciplinary penalties are automatically reviewed by the University Senate Committee on Student Discipline.

STUDENT DISCIPLINARY RECORD: The Office of the Dean of Students maintains a disciplinary record on any student who has been reported for any disciplinary sanction, including cases of academic dishonesty. This record is not a part of the student's permanent academic record (unless disciplinary sanction imposed is specifically designed to be public record). If two or more incidents of academic dishonesty are filed against a student, or if a record of other disciplinary problems exists, additional disciplinary sanctions may be sought.

SUMMARY OF REVIEW AND PROCESSING PROCEDURES: For the sake of brevity, the following review and processing summary is written from an "academic unit/college" perspective. Non-academic units (i.e. Testing Center) would substitute appropriate supervisory personnel at the respective levels.

1. The faculty member gives the student notice of academic dishonesty and forwards the notice to the college dean to hold pending a possible appeal by the student.
2. The student must appeal in writing within 20 business days to the college dean if the student wishes to deny the findings of academic dishonesty or challenge a disciplinary penalty.
3. If the student does not appeal within 20 business days, the college dean forwards the notice of academic dishonesty to the Dean of Students.
4. If the student appeals the charges, a college hearing committee conducts a hearing and reports its findings to the college dean regarding guilt or innocence. If the student is found not guilty, the notice of academic dishonesty is destroyed and the faculty member is notified to assign an appropriate grade. If the student is found guilty, the dean forwards the notice of academic dishonesty to the Dean of Students and if necessary to the Registrar.
5. Any recommendation for a disciplinary penalty and a challenge of that disciplinary penalty submitted by the student, if any, is reviewed by the University Senate Committee on Student Discipline. Based on the committee's recommendation, the Provost makes a decision and takes action regarding any disciplinary sanction.
6. The Dean of Students maintains the disciplinary records on all findings of academic dishonesty and is responsible for forwarding notice of multiple findings.

(source: Senate Office, 09/07/1995)

Approved by the University Senate Committee on Admissions and Standards: 03/14/1994

Approved by the University Senate: 11/03/1994)

