

**Georgia State University – Notice of Academic Dishonesty**

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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 a 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 a written statement to the college dean within 10 business days of receipt of this notice requesting either or both of these actions. If you do not respond within 10 business days, it will be assumed that you have accepted this finding of academic dishonesty and 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 or online (codeofconduct.gsu.edu).

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**Student** \_\_\_\_\_ **Panther ID** \_\_\_\_\_

**Course Subject & Number** \_\_\_\_\_ **CRN #** \_\_\_\_\_ **Term/Yr** \_\_\_\_\_ **Department** \_\_\_\_\_

**Instructor** \_\_\_\_\_ **Department Chair** \_\_\_\_\_ **College** \_\_\_\_\_

**Statement of finding of academic dishonesty by initiator:**

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**Academic penalty recommended:** \_\_\_\_\_

**Disciplinary penalty recommended, if any:** \_\_\_\_\_

**Academic Dishonesty Charges were discussed with Student** (circle one): **In Person** *or* **By Email** \_\_\_\_\_  
Date

Initiator's Signature	Date	Date Received by College	<b>Student Notified by College via:</b> (circle one): <b>Email</b> <i>or</i> <b>Certified Mail</b>
Department Chair Signature	Date	Date Student Notified by College	

**DEFINITION OF ACADEMIC PENALTY:** Sanction sought for academic dishonesty will be considered an academic penalty if the initiator wishes 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 Dean of Students' Office maintains a disciplinary record for 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 designated to be public record (e.g., transcript annotation). If two or more incidents of academic dishonesty are filed against a student, or if record of other disciplinary problems exists, additional disciplinary sanctions may be imposed by the Senate Committee on Student Discipline.

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**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 should discuss the incident with the student before filing a charge of academic dishonesty. The faculty member, in consultation with the department chair, prepares the Notice of Academic Dishonesty. The chair forwards the notice to the college dean, who sends the notification to the student by university email or by certified mail.
2. The student must appeal in writing to the College Dean within 10 business days of the date the email was sent or the certified mail was received if the student wishes to deny the finding of academic dishonesty.
3. If the student does not appeal within 10 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 faculty member is notified to assign an appropriate grade. If the student is found guilty, the College Dean forwards the notice of academic dishonesty to the Dean of Students.
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 to the Senate Committee on Student Discipline for review. Multiple findings may result in a disciplinary penalty even if one was not recommended by the faculty member.

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Source: Senate Office, 9/7/95

Approved by the University Senate Committee on Admissions and Standards: 3/14/94

Approved by the University Senate: 11/3/94

Amended by the University Senate: 4/17/14