

**Georgia State University**  
**NOTICE OF ACADEMIC DISHONESTY**

**TO THE STUDENT:** This is a notice that the below individual (“Initiator”) believes that you have violated the University Policy on Academic Honesty and has recommended the penalty(ies) described below.

You will have 10 business days after this notice was emailed to you to submit a written appeal denying the charges and/or challenging the disciplinary penalty and providing any reason for the appeal. The appeal should be addressed to the college dean of the initiator listed below. If you do not respond within 10 business days, it will be assumed that you have accepted this finding of academic dishonesty. If you deny the charges, you will receive a notice of a college committee hearing to your student email address; the committee will make a finding of guilt or innocence.

If a disciplinary penalty has been recommended below, you have the right to challenge the disciplinary penalty (whether or not you deny the charges of academic dishonesty). The University Senate Committee on Student Discipline automatically reviews all recommendations for student disciplinary sanctions. Multiple findings of academic dishonesty may result in additional recommendations for disciplinary sanctions. Descriptions of penalties and a summary of review and processing procedures are contained on the reverse of this notice. This is a summary only; please refer to the Policy on Academic Honesty found in the Student Code of Conduct, available on the Dean of Students’ website (codeofconduct.gsu.edu).

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**Student** \_\_\_\_\_ **Panther ID** \_\_\_\_\_  
**Course Subject & Number** \_\_\_\_\_ **CRN #** \_\_\_\_\_ **Term/Yr** \_\_\_\_\_ **Department** \_\_\_\_\_  
**Initiator** \_\_\_\_\_ **Department Chair** \_\_\_\_\_ **College** \_\_\_\_\_

**Statement of finding of academic dishonesty by initiator (e.g., instructor):**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

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

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

\_\_\_\_\_  
**Initiator's Signature** **Date**

\_\_\_\_\_  
**Department Chair/Director Signature** **Date**

<p>_____ <b>Date Received by College</b></p>	<p><b>Student Notified by College via Email:</b></p> <p>_____ <b>Date Student Notified by College</b></p>
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**ACADEMIC PENALTY:** Academic penalties include assignment of a failing grade for the particular course requirement, or for the course itself, or for other tests or program assignments. They are set by the faculty member, in consultation with the department chair.

**DISCIPLINARY PENALTY:** Disciplinary penalties could include, but are not limited to, the following: suspension, expulsion, transcript annotation(s). Disciplinary penalties can be requested by the faculty member, in consultation with the chair.

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**SUMMARY OF REVIEW AND PROCESSING PROCEDURES:** For the sake of brevity, the following summary is written from an "academic unit/college" perspective. Non-academic units (e.g., Testing Center) would substitute appropriate supervisory personnel at the respective levels. This is a summary only; please refer to the Policy on Academic Honesty found in the Student Code of Conduct, available on the Dean of Students' website (codeofconduct.gsu.edu).

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's university email account.
2. The student must appeal in writing to the College Dean within 10 business days of the date the email was sent 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. The student may appeal a guilty finding to the Provost; the basis of the appeal must be as described in the Policy on Academic Honesty found in the Student Code of Conduct.
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

Revised for clarity by Office of Legal Affairs 8/25/2021