

ACADEMIC HONESTY AT UGA

Every student must agree to abide by UGA's academic honesty policy and procedures known as [A Culture of Honesty](#), when applying for admission to the University of Georgia. [A Culture of Honesty](#) and the University of Georgia Student Honor Code work together to define a climate of academic honesty and integrity at the University.

All members of the University community have a responsibility to uphold and maintain an honest academic environment and to [report](#) when dishonesty occurs. Where suspected violations of the academic honesty policy occur, appropriate procedures are designed to protect the integrity of the academic process while ensuring due process. The University's academic honesty system is an academic process founded on educational opportunities.

The Office of Student Academic Services is responsible for managing the University's academic honesty process and supporting the UGA [Student Academic Honesty Council](#) in ensuring that information related to the academic honesty policy is available to all members of the University community.

- [Reporting Possible Academic Dishonesty](#)
- [2007 UGA Academic Honesty Survey](#)
- [Academic Honesty Semester Reports](#)

ACADEMIC HONESTY POLICY (A CULTURE OF HONESTY)

Required Conduct

Members of the University Community. Any member of the University community who has personal knowledge of facts relating to an alleged violation of this policy has a responsibility to report that alleged violation to the Office of the Vice President for Instruction as provided in this policy. Required conduct includes, but is not limited to, participating in a discussion with the student believed to have violated the policy and truthfully answering questions and providing documentation of the matter to an Academic Honesty Panel.

Instructors. This policy provides the exclusive procedure for handling matters related to student academic dishonesty at the University of Georgia. Instructors have a responsibility to report alleged violations to the Office of the Vice President for Instruction as provided in this policy, and should do so within fifteen (15) days of discovering the possible violation.

Instructors shall have the responsibility to take reasonable steps to inform students of the academic honesty rules that apply to particular academic work and the specific types of academic assistance that are permissible in connection with that academic work. Additionally, each instructor shall take reasonable steps to foster a climate of academic honesty. The failure of an

instructor to meet these responsibilities, however, shall not be a defense to an accusation of academic dishonesty against a student.

Students. The enrollment of a student at the University constitutes the student's agreement to be bound by this policy. Every student has an obligation to be informed concerning the terms of this policy. Lack of knowledge of the provisions of this policy is not an acceptable response to an allegation of academic dishonesty.

Related Faculty and Staff Conduct Policies. Any discipline of a member of the University community other than a student for violation of this policy shall proceed under policies of the University applicable to faculty and staff conduct.

ACADEMIC HONESTY POLICY (A CULTURE OF HONESTY)

Law School and College of Veterinary Medicine

As of the date of the adoption of this policy (and continuing until such time as this provision is amended by University Council), the University of Georgia School of Law and the College of Veterinary Medicine each have a separate policy concerning academic dishonesty. Any alleged act of academic dishonesty by a University of Georgia law student or veterinary medicine student in connection with academic work supervised by faculty of the University of Georgia School of Law or College of Veterinary Medicine shall be subject to the policy of that school and shall not be subject to this policy.

ACADEMIC HONESTY POLICY (A CULTURE OF HONESTY)

Prohibited Conduct

- [Examples of Academic Dishonesty](#)
 - [Plagiarism](#)
 - [Unauthorized assistance](#)
 - [Lying/Tampering](#)
 - [Theft](#)
 - [Other](#)

No student shall perform, attempt to perform, or assist another in performing any act of dishonesty on academic work to be submitted for academic credit or advancement. A student does not have to intend to violate the honesty policy to be found in violation. For example, plagiarism, intended or unintended, is a violation of this policy.

Examples of Academic Dishonesty. The following acts by a student are examples of academically dishonest behavior:

- a. **Plagiarism** - Submission for academic advancement the words, ideas, opinions or theories of another that are not common knowledge, without appropriate attribution to that other person. Plagiarism includes, but is not limited to, the following acts when performed without appropriate attribution:
 - i. Directly quoting all or part of another person's written or spoken words without quotation marks, as appropriate to the discipline;
 - ii. Paraphrasing all or part of another person's written or spoken words without notes or documentation within the body of the work;
 - iii. Presenting an idea, theory or formula originated by another person as the original work of the person submitting that work;
 - iv. Repeating information, such as statistics or demographics, which is not common knowledge and which was originally compiled by another person;
 - v. Purchasing (or receiving in any other manner) a term paper or other assignment that is the work of another person and submitting that term paper or other assignment as the student's own work.
- b. **Unauthorized assistance** - Giving or receiving assistance in connection with any examination or other academic work that has not been authorized by an instructor. During examinations, quizzes, lab work, and similar activity, students are to assume that any assistance (such as books, notes, calculators, and conversations with others) is unauthorized unless it has been specifically authorized by an instructor. Examples of prohibited behavior include, but are not limited to, the following when not authorized:
 - i. Copying, or allowing another to copy, answers to an examination;
 - ii. Transmitting or receiving, during an examination, information that is within the scope of the material to be covered by that examination (including transmission orally, in writing, by sign, electronic signal, or other manner);
 - iii. Giving or receiving answers to an examination scheduled for a later time;
 - iv. Completing for another, or allowing another to complete for you, all or part of an assignment (such as a paper, exercise, homework assignment, presentation, report, computer application, laboratory experiment, or computation);
 - v. Submitting a group assignment, or allowing that assignment to be submitted, representing that the project is the work of all of the members of the group when less than all of the group members assisted substantially in its preparation;
 - vi. Unauthorized use of a programmable calculator or other electronic device.
- c. **Lying/Tampering** - Giving any false information in connection with the performance of any academic work or in connection with any proceeding under this policy. This includes, but is not limited to:
 - i. Giving false reasons (in advance or after the fact) for failure to complete academic work. This includes, for example, giving false excuses to an instructor or to any University official for failure to attend an exam or to complete academic work;
 - ii. Falsifying the results of any laboratory or experimental work or fabricating any data or information;

- iii. Altering any academic work after it has been submitted for academic credit and requesting academic credit for the altered work, unless such alterations are part of an assignment (such as a request of an instructor to revise the academic work);
 - iv. Altering grade, lab, or attendance records. This includes, for example, the forgery of University forms for registration in or withdrawal from a course;
 - v. Damaging computer equipment (including removable media such as disks, CD's, flash drives, etc.) or laboratory equipment in order to alter or prevent the evaluation of academic work, unauthorized use of another's computer password, disrupting the content or accessibility of an Internet site, or impersonating another to obtain computer resources;
 - vi. Giving or encouraging false information or testimony in connection with academic work or any proceeding under this policy;
 - vii. Submitting for academic advancement an item of academic work that has been submitted (even when submitted previously by that student) for credit in another course, unless done pursuant to authorization from the instructor supervising the work or containing fair attribution to the original work.
- d. **Theft** - Stealing, taking or procuring in any other unauthorized manner (such as by physical removal from a professor's office or unauthorized inspection of computerized material) information related to any academic work (such as exams, grade records, forms used in grading, books, papers, computer equipment and data, and laboratory materials and data).
- e. **Other** - Failure by a student to comply with a duty imposed under this policy. However, no penalty is imposed under this policy for failure to report an act of academic dishonesty by another or failure to testify in an academic honesty proceeding concerning another.

Any behavior that constitutes academic dishonesty is prohibited even if it is not specifically listed in the above list of examples.

Code of Conduct

Students in the College of Veterinary Medicine are expected to conduct themselves in a manner that will reflect positively on themselves, the College of Veterinary Medicine, The University of Georgia, and the veterinary medical profession.

In addition to abiding by all federal, state, and local laws, students are expected to follow the conduct regulations outlined in the following documents: *College of Veterinary Medicine Orientation Information*, *Student Handbook of The University of Georgia* (<http://www.uga.edu/studentaffairs/students/policies.shtml>) and (<http://www.uga.edu/campuslife/handbook.html>) *Policy on Academic Honesty for the College of Veterinary Medicine and the University of Georgia*, *Sexual Harassment Policy of The University of Georgia*, *Principles of Veterinary Medical Ethics* of the American Veterinary Medical Association (1999 revision), and *Model Veterinary Practice Act* of the

American Veterinary Medical Association (1996 revision). College policies, including those summarized in this publication, are subject to revision. Students are responsible for being aware of and abiding by, current college policies.

Although College of Veterinary Medicine students are subject to *all* the regulations and policies outlined in these documents, those that bear special emphasis or clarification include the following:

**From the
Student
Handbook**

- No student or group of students shall obstruct the free movement of other students about the campus, interfere with the use of University facilities, or prevent the normal operation of the University.
- No student shall act in a manner which can reasonably be expected to disturb the academic pursuits or infringe upon the privacy, rights, privileges, health, or safety of other persons.
- Physical assault, including sexual assault, is prohibited.
- No student shall fail to comply with the administrative policies enacted by the University.
- No student shall fail to comply with the directions of University officials or authorized agents acting in the performance of their duties.
- Alcohol and other drug related misbehavior is at any time prohibited.
- The unlawful possession or the use of drugs and/or making such drugs available to other persons by students is prohibited.

**From the
Academic
Honesty Policy**

Students will perform all academic work without plagiarism, cheating, lying, tampering, stealing, receiving unauthorized or illegitimate assistance from any other person, or using any source of information that is not common knowledge. Prohibited behavior includes, but is not limited to, the following:

- Copying, or allowing another to copy, answers to an examination;
- Transmitting or receiving, during an examination, information that is within the scope of the material to be covered by that examination (including transmission orally, in writing, by sign, electronic signal, or other manner);
- Giving or receiving content of or answers to an examination scheduled for a later time (unless permitted by the instructor);
- Giving or receiving content of or answers to a previously administered examination when such was not allowed by an instructor;
- Completing for another, or allowing another to complete for you, all or part of an assignment (such as a paper, exercise, homework assignment, presentation, report, computer application, laboratory experiment, or computation);
- Submitting a group assignment, or allowing that assignment to be submitted, representing that the project is the work of all of the

members of the group when less than all of the group members assisted substantially in its preparation;

- Unauthorized use of a programmable calculator or other electronic device;
- Giving false reasons (in advance or after the fact) for failure to complete academic work. This includes, for example, giving false excuses to the faculty member or to any University official for failure to attend an exam, class session, or clinical rotation, or to complete academic work.

Guidelines for Recognizing and Reporting Violations

It is the responsibility of all students, faculty, and staff of the College of Veterinary Medicine to be knowledgeable of, abide by, and enforce the College Code of Conduct, University Student Code of Conduct, and academic honesty regulations.

- Familiarize yourself with the academic honesty regulations and the College and University Code of Conduct.
- If you have *any* doubt what constitutes a violation of policy, ask your instructor or the Associate Dean for Academic Affairs.
- Be careful to acknowledge the words or ideas of another by using a recognized style for citing source materials in your written assignments.
- Do your very best to cover your answers during examinations.
- Do not look in the direction of other students' papers during examinations.
- Refuse to assist students who want to cheat.
- Report all suspected cases of academic dishonesty to the instructor and/or the Associate Dean for Academic Affairs.

Failure to comply with any of the regulations listed here or in documents referred to, and/or failure to comply with specific instructions regarding course work and testing procedures given by faculty members in the College of Veterinary Medicine may constitute a violation of the Code of Conduct.

Violations of the Code of Conduct

Each person associated with the College is obligated to report violations and to follow these procedures in order to provide a fair and impartial hearing.

- Reports of alleged Code of Conduct violations may be brought to the attention of the instructor and/or the Associate Dean for Academic Affairs.
- Reports of alleged violations of the Code of Conduct may be made by students, faculty, or staff of the College. The report should be made

- no more than 15 class days after the alleged violation occurred.
- Reports will be made in writing, and will contain the specific charge(s) and the name(s) of the students(s) charged, and will be signed by the person(s) filing the charge.
 - A written notification of charges will be given to the accused student(s) by the Office for Academic Affairs. A good faith effort will be made to do so at least 15 class days from the time the charge is filed.

Procedures outlined for adjudicating alleged violations of the Code of Conduct in the College of Veterinary Medicine will be followed. A copy of these guidelines will be made available by request to the Office for Academic Affairs of the College of Veterinary Medicine.

The Honor Council and the Hearing Board The College has an Honor Council made up of students from each class. The College Hearing Board is made up of faculty appointed by the Dean. These students and faculty serve as a pool of potential panelists to consider reported violations of the Code of Conduct and academic honesty regulations.

To view the entire Academic Honesty Policy please click [here](#).