Introduction

An honor code is essential to the University of West Georgia as an agreement between students and the University to promote commitment to academic integrity. Academic and personal integrity is based upon values such as honesty, trust, fairness, respect and responsibility. In an environment that recognizes and honors these values, standards of academic excellence must be maintained. An atmosphere of academic integrity enhances ethical and moral development among college students. It is the responsibility of the community of West Georgia, including all students, faculty and staff, to uphold the inherent values of the Honor Code.

Each student is given a copy of the Honor Code upon enrollment in the University. By signing the pledge, a student is making a commitment to honor the principles of academic and personal integrity, refuse to condone violation of the honor code by other students, and support imposition of penalties against those who commit violations.

The Honor Code

At the University of West Georgia we believe that academic and personal integrity are based upon honesty, trust, fairness, respect and responsibility.

Students at West Georgia assume responsibility for upholding the honor code. West Georgia students pledge to refrain from engaging in acts that do not maintain academic and personal integrity. These include, but are not limited to, plagiarism*, cheating*, fabrication*, aid of academic dishonesty, lying, bribery or threats, and stealing.

Definitions:

Cheating: “using or attempting to use unauthorized materials, information or study aids”

Fabrication: “falsification or unauthorized invention of any information or citation”

Plagiarism: “representing the words or ideas of another as one’s own. Direct quotations must be indicated and ideas of another must be appropriately acknowledged”
Further details regarding Student Conduct can be found in Appendix A of the UWG Connection and Student Handbook.

Penalties for Breach of Academic Integrity

Each incidence of academic dishonesty is subject to review and consideration by the instructor, and is subject to a range of penalties including but not limited to failing the assignment, failing the course, and referral to Office of the Vice President for Academic Affairs.

Responsibility for Reporting Violations of Academic Integrity

Students

Students who are concerned that they may have violated the honor code are expected to report their behavior to the instructor or academic advisor. Self-reporting does not signify admission of guilt, but does provide the opportunity for dialogue to clear up misunderstandings and miscommunication. A student who observes potential violation of the honor code by another student is expected to confront that student with their behavior and engage in discussion to determine if an actual violation has occurred. If it is determined that a violation has occurred, the student observed is expected to self-report the incident to the instructor or academic adviser. The instructor or academic adviser will review the situation. If it is then determined by the instructor or adviser that a violation has taken place, appropriate referral will be made.

Faculty or Advisor

The instructor or advisor should meet with the student who has self-reported potential violation of academic integrity. During this meeting, the instructor/advisor should inform the student of the penalty s/he intends to institute (failing the individual assignment, failing the class, sending the case forward for further sanctions from the University).

After meeting with the student, the instructor should send a brief report of the case, including the breach of academic integrity and supporting documentation to the office of the Vice President for Academic Affairs (VPAA) requesting that this case become a permanent part of the student’s record at West Georgia. THIS REPORT SHOULD BE FORWARDED EVEN IF THE INSTRUCTOR DOES NOT WANT THE UNIVERSITY TO SANCTION THE STUDENT. It is important
to create a record of students’ infringement of academic integrity to create a mechanism for identifying patterns of dishonesty. This will enable the University to take appropriate actions to suspend or expel the students with repeated incidents.

University of West Georgia Academic Integrity and Honor Code Pledge

Having read the Honor Code for UWG, I understand and accept my responsibility to uphold the values and beliefs described and to conduct myself in a manner that will reflect the values of the institution in such a way as to respect the rights of all UWG community members. As a West Georgia student, I will represent myself truthfully and complete all academic assignments honestly. I understand that if I violate this code, I will accept the penalties imposed, should I be found guilty of violations through processes due me as a university community member. These penalties may include expulsion from the University. I also recognize that my responsibility includes willingness to confront members of the University community if I feel there has been a violation of the Honor Code.

Appendix A

Students are admitted to the University of West Georgia with the expectation that they will have developed acceptable personal standards of conduct and ethics. Students are expected to have a responsible attitude toward regulations and standards of the university and the laws of the community, state, and nation and to respect the standards of their fellow students.

University regulations go into effect at the time a student matriculates and continue until the time of graduation or withdrawal. In completing the application for admission to the University of West Georgia, the student agrees to abide by the rules and regulations of the university. Students should realize that they may be held accountable through the university discipline system for their behavior, whether on or off campus, when an offense is directed at the university or a member of the university community and is a violation of the Student Conduct Code.
**Conduct Code: Prohibited Conduct**

Definition of terms used in this conduct code:

University premises means buildings or grounds owned, leased, operated, controlled or supervised by the university.

University sponsored activity means any activity on or off campus which is initiated or supervised by the university.

The following misconduct is subject to disciplinary action. Attempts to commit acts prohibited by this code shall be dealt with in the same manner as completed violations.

1.00 LOCAL, STATE, AND FEDERAL LAWS

Failure to abide by local, state and federal laws.

2.00 ACADEMIC DISHONESTY

All forms of academic dishonesty, including cheating, fabrication, plagiarism, and facilitating or allowing academic dishonesty in any academic exercise.

Cheating means using, attempting to use, or aiding others in using unauthorized materials, information or study aids.

Fabrication means falsification or unauthorized invention of any information or citation.

Plagiarism means representing the words or ideas of another as one’s own. Direct quotations must be indicated and ideas of another must be appropriately acknowledged.