

Alderson Broaddus University Honor Code: Policies and Procedures

It is part of the mission of Alderson Broaddus University to prepare students to “fulfill their roles in a diverse society as well-rounded and responsible citizens.” Outstanding personal integrity must be the hallmark of a community which depends on mutual trust and respect for satisfactory relationships. In order to support its mission the University has instituted this Academic Honor Code, Policy and Procedures.

The Honor Code applies to all students, staff and faculty, regardless of academic standing, from the moment they enter the campus environment, physically or online. It is the responsibility of every member of Alderson Broaddus University to understand the rights and expectations listed in the honor code. Every member of the Alderson Broaddus community is not only responsible for their own behavior, but also for reporting infractions of the Honor Code. Individual syllabi may impose stricter rules or regulations than this Honor Code and are the final authority in such cases of stricter rules or regulations. In all other cases, the Honor Code is the final authority.

The Honor Code

As a member of the Alderson Broaddus University community, I will maintain academic and professional integrity while respectfully supporting and encouraging my fellow Battlers.

Rights and Responsibilities

Alderson Broaddus University community members have the following Rights and Responsibilities according to their status:

Students Rights:

- A. Have reasonable access to faculty and staff during posted office hours (or by appointment), existing academic technology, libraries and other resources necessary for the learning process.
- B. Receive course syllabus in a timely manner.
- C. Expect to interact with community members who act professionally; provide clearly stated goals; provide clear expectations for performance and evaluation; meet classes as scheduled; and are accessible for consultation.
- D. Have the freedom to raise relevant issues pertaining to classroom discussion (including personal and political beliefs), offer reasonable doubts about data presented, and express alternative opinions without concern for any academic penalty.

Rights and Responsibilities of all University Community Members:

- A. Have decisions related to their education or career made in a clear manner.
- B. Learn and work in an environment that supports the freedom of self-expression and association.
- C. Participate in the exchange of ideas, pursuant with their constitutional rights and free of conduct that impedes neither an employee’s ability to work, an instructor’s ability to teach nor other students’ ability to learn.
- D. Expect all community members will be respectful of others’ beliefs and observances in accordance with Alderson Broaddus University’s Policy Prohibiting Discrimination and Harassment in the Student Handbook.

Academic Integrity

Definitions of Violations of Academic Integrity, Cheating and Plagiarism are provided in the Academic Integrity section of the Alderson Broaddus University Student Handbook, along with the Class Attendance section. Grading standards are set by the instructors within the course syllabi, but may be appealed in accordance with the Student Handbook through the Process for Appeal of a Final Grade.

In addition to cheating and plagiarism, academic misconduct also includes, but is not limited to:

- A. *Fabrication*: A student must not falsify or invent any information or data in an academic exercise including, but not limited to, records or reports, laboratory results, and citation to the sources of information. *Forgery/Misrepresentation* and *Falsification of University Records* are specifically defined in the Student Handbook
- B. *Interference*: A student must not steal, change, destroy, or impede another student's work, nor should the student unjustly attempt, through a bribe, a promise of favors or threats, to affect any student's grade or the evaluation of academic performance. Impeding another student's work includes, but is not limited to, the theft, defacement, or mutilation of resources so as to deprive others of the information they contain. For additional information see the *Disregard for Individual Rights* and the *Theft* policies in the Student Handbook.
- C. *Violation of Course Rules*: A student must not violate course rules established by a department, the course syllabus, verbal or written instructions, or the course materials that are rationally related to the content of the course or to the enhancement of the learning process in the course.
- D. *Facilitating Academic Dishonesty*: A student must not intentionally or knowingly help or attempt to help another student to commit an act of academic misconduct, nor allow another student to use their work or resources to commit an act of misconduct.

Procedures for Violations of the Honor Code

Instructors have the authority to handle any issues regarding Academic Integrity in their classroom, according to the policies of the Student Handbook and the syllabi, and to determine if a violation warrants being reported to a higher authority. Instructors are encouraged to seek the advice and help of their respective Deans, the Provost and/or the Office of Student Affairs in making this determination. Otherwise, if a community member has a reason to believe that another community member may have violated the Honor Code, they are expected to report the alleged violation directly to the Provost or to the Dean of their respective College who would then report it to the Provost. Failure to report a known violation of the Honor Code, or to make false accusations, may in themselves be violations of the Honor Code. The Dean and/or Provost will gather evidence and notify the accused community member within two business days of discovery. The Provost and the Deans' Council, will determine if the Honor Code has been violated, select any appropriate disciplinary actions and inform the accused of their decision within 30 days. The accused has the right to appeal the decision within 10 days.

In the event of an academic related violation of the Honor Code, course instructors have the right to enact discipline procedures as outlined in their course syllabi. Likewise, supervisors have the right to discipline their employees as outlined in Alderson Broaddus University policies. However, circumstances may arise where the students, faculty or staff may desire an appeal of those decisions. In such circumstances, an ad hoc Honor Council will be convened (see the Appeal Process below for details on the Honor Council).

Appeal of Violations of the Honor Code

The Appeal Process begins once a formal written appeal has been received by the Provost. In the case of a student's appeal of a Violation of Academic Integrity, the Deans' Council will first decide if the appeal has merit based on the acceptable grounds for appeal detailed in the Student Handbook (insufficient evidence to determine responsibility, prejudicial error, penalties in excess of those specified, substantial violation of hearing process, and violation of procedural Doctrine of Fairness standards). Student appeals found without merit will require a letter to the student informing them of the Deans' Council decision with explanation of reasons for the decision. Student appeals found to have merit will proceed to the Appeal Process outlined below. Any Dean serving as the accused or accuser will recuse themselves from the decision-making process in their respective case. The decision of the Deans' Council to proceed to the Appeal Process below should take no more than fifteen (15) business days from filing of the appeal to the decision. If additional time is needed, the Provost may grant a one week extension to any part of the process. Any extensions over one week must be approved by the Deans' Council. Both the accused and accuser must be included on all communications regarding extensions.

Appeal Process:

- A. During an appeal process, accused students should continue to attend class and do all assigned work and accused faculty or staff should continue to work until a decision is rendered.
- B. Once the Provost receives the formal appeal, an ad hoc Honor Council consisting of four (4) faculty members, two (2) student members and a representative from the Office of Student Affairs will be formed within five (5) business days to hear the appeal. (If the appeal comes from an infraction during a shortened course, the timeframe for forming the Honor Council will be reduced three (3) business days.) The faculty members will each be appointed by the Deans' Council and must come from outside of the accused's supervisory chain. The Chair of the Honor Council, appointed by the Honor Council itself, must be from a different College than the accused, when appropriate. The two student members will consist of the Vice President of the Student Government Association (SGA) plus one other student Senator-at-Large to be determined by the SGA. If either of these students have conflicts of interest, the SGA shall appoint different representatives for the case.
- C. Once the membership of the Honor Council is determined, it shall discuss the appeal within five (5) business days before convening a final hearing within fifteen (15) business days of forming the Honor Council. (If the appeal comes from an infraction during a shortened course, the overall timeframe for the Honor Council to discuss the appeal and convene a final hearing will be reduced to five (5) business days for five week classes and eight (8) business days for 8 week classes.)

- D. In cases of Violations of Academic Integrity, the Honor Council is recommended to use the attached Guidelines for Academic Dishonesty to determine the appropriate infractions and consequences, but may choose to use their own rubric.
- E. The accused and accuser will both be allowed to attend any hearing where witnesses are present, but not the final deliberations.
- F. The Honor Council's decisions will be based on simple majority. In the extremely rare case of a deadlocked vote due to absent Honor Council members, the existing decision being upheld. Each member of the Honor Council's vote has equal weight.
- G. The accused and accuser will be notified of the decision by the Chair or their designee, and the decision will be recorded in the permanent record of the community member who violated the Honor Code.
- H. Decisions reached by the Honor Council are final and not subject to appeal.

It is recognized that there may be times that, due to illness, travel, scheduled breaks, etc., the precise schedules indicated in the preceding paragraphs may not be achievable. In such cases, all participants must make good faith efforts to come as close to the schedules as possible. Hearings for alleged integrity violations that occur at the end of the spring semester present special challenges, but returning students shall have the preceding schedule remain in effect. A graduating senior suspected of violating academic integrity may walk at graduation if all other academic requirements have been met, but they will not receive a diploma until the integrity matter has been resolved.

Honor Council Guidelines for Academic Dishonesty

- A. Minor Infraction
 - a. Examples include but are not limited to:
 - i. repetitive improperly formatted citations
 - ii. omission of reference(s)
 - iii. partial paraphrase, makes an attempt to properly cite but lacks understanding
 - b. Consequences
 - i. first infraction - training
 - ii. second infraction - Failure of assignment or exam
 - iii. third and all subsequent minor infractions - See B-c-i
- B. Standard Academic Violations
 - a. Cheating, Fabrication, Plagiarism, Interference, Violation of Course Rules, and Facilitating Academic Dishonesty
 - b. Examples include but are not limited to:
 - i. methodical omission of sources
 - ii. cut and paste without proper citation
 - iii. cheating on exam
 - iv. giving away answers
 - v. false insertion of citation
 - vi. third minor infraction
 - c. Consequences
 - i. first infraction (or third minor infraction) - Failure of course with dishonor. A student may repeat the course. Only the best grade will be

calculated into their GPA, however, the failing grade with dishonor will stay on the transcript.

ii. second infraction - See C-c

C. Egregious Academic Violations

a. Above and beyond standard academic violations

b. Examples include but are not limited to:

i. second Standard Academic Violation

ii. providing exams or class work for the purpose of cheating

iii. stealing/copying exams

iv. impersonating another student

v. buying work from another student or source and using as own

vi. widespread collusion of student violators

c. Consequences

i. Failure of course and possible expulsion from Alderson Broaddus University

Approved: Deans' Council, August 11, 2014
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