

The Honor/Academic Integrity Codes

The Honor Code adopted by the faculty and the SGA serves as an absolute commitment. Dishonesty in any form undermines the efforts to create and maintain an atmosphere in which students can develop a sense of self-worth and establish patterns of personal integrity.

Brevard College expects all members of the College to commit their hearts and minds to this community of learning, to pursue truth with humility, to become wise stewards of the earth, and to live responsibly before God and each other. By becoming a member of the Brevard College community, students commit themselves to upholding standards for honest and fair dealings with others, as expressed in the following affirmation(s):

Student Affirmation:

I agree to respect the integrity, ideas, and property of the College community, fellow students, faculty, and staff, by refraining from acts such as plagiarism, cheating, theft, harassment, and abusive language or behavior. I further agree to abide by the academic policies of the institution as outlined in the College Catalog and the Social Code maintained by the Division of Campus Life and the Honor Council.

Academic Expectations

Attendance at all class, laboratory or studio sessions is expected of students, and each student is responsible for all work assigned in each course. Students should expect to be eligible for course credit only if they attend at least 70% of the class meetings. Specific attendance requirements for each course are established by the instructor at the beginning of each term and will be stated in the course syllabus. Students who must miss classes are responsible for discussing absences with faculty in advance of their occurrence or as soon as possible thereafter. The instructor is responsible for determining whether and how students may make up missed class work.

Academic Integrity

Academic dishonesty can take a variety of forms. Violations include, but are not limited to the listed examples. Because circumstances surrounding reported incidents of suspected dishonesty are unique, the Honor Council evaluates each case on an individual basis.

- Plagiarism (duplication of wording, concepts, or ideas from any source and submission of the material as one's own work without acknowledging the source by the use of appropriate citations, quotation marks, or both).
- Citing of sources not actually used in the preparation of an assignment. (e.g. padding a bibliography).
- Submitting another's work as one's own (e.g. copying or stealing a paper, homework assignment, lab assignment, or other). This may also include submission of a paper or other research purchased from a commercial research firm or accesses via the Internet.
- Collaborating with outside sources or other students on assignments, exams, or other course work when it is not allowed.
- Allowing another student to copy from any assignment or exam.
- Copying another student's exam, in whole or in part.
- Unauthorized use of books, notes, papers, calculators, or other materials or devices during an exam.
- Unauthorized possession of an exam prior to exam date.
- Changing answers after an exam has been returned and submitting it for a re-grade.
- Accessing and altering grades in a grade book.

Instructors may establish penalties for plagiarism or cheating on an individual basis, or may submit cases involving Honor Code infractions for review by the Honor Council. Procedures for Honor Council review are outlined below. In cases of plagiarism or cheating within multi-section/common syllabus courses, faculty, facilitated by the appropriate Program Coordinator, will establish penalties for infractions. *Any student having been found guilty of an Honor Code violation who then initiates withdrawal from a course will receive an F and forfeit the right to appeal.*

In the event of an instructor's electing to take individual action on an Honor Code infraction, penalties range from a grade of zero on the assignment to exclusion from the class for the rest of the semester and/or a final

grade of F in the course. The instructor must provide the student with written and dated documentation describing the incident and the penalties imposed, and further submit such documentation through the appropriate Division Chair to the Vice President for Academic Affairs. Such documentation will be kept on file in the Office of Academic Affairs until such time as the student graduates, whereupon the student will be notified of the option to request that such records be destroyed. Faculty members who have reason to suspect a pattern of Honor Code infractions may check this file to determine whether documentation of prior incidents exists. Any student who is involved in more than one incident of plagiarism or cheating is subject to suspension from Brevard College.

If a student wishes to appeal the decision of an instructor regarding incidents of plagiarism or cheating in any form, the student should consult with the Division Chair, normally within five class days of receiving notification from the instructor. If resolution at that level is not achieved, the student may appeal in writing to the Honor Council, which shall hear the case according to the procedures for Honor Council review outlined below. Within five class days of receipt of the Honor Council's decision, students have the prerogative of appeal, in writing, to the Vice President for Academic Affairs, whose decision is final.

Honor Council Hearing

The Honor Council comprises a pool of eight faculty members and twelve students. The faculty members are appointed to the Honor Council by the Vice President for Academic Affairs for a term of one year. One of these faculty members will serve as the Chair, charged with appointing a Hearing Officer and, if needed, an Honor Council Panel for each case brought forward. The twelve student members must be sophomore status. One student representative, appointed by the membership of Omicron Delta Kappa, will serve as Assistant Chair of the Council, with the responsibility for assigning student members to hearing panels. The other students are to be selected by the Office of Academic Affairs. Student representatives serve for one academic year, with the possibility of re-appointment for additional year terms. To be eligible to serve, a student must not be on academic or social probation, nor have been convicted of any violation of the Honor Code. There must be at least five members (two faculty members and three students) to conduct an Honor Council Panel.

The Honor Council Process

The Honor Council process begins when a student, faculty, or staff member brings an alleged honor code violation to the attention of the Honor Council Chair. The Chair then appoints a Hearing Officer or Honor Council Panel for the case. A Hearing Officer confers with the person presenting the charge and prepares a statement of charge, which may include a sanction recommendation. Anonymous accusations cannot be pursued or admitted for consideration.

The Hearing Officer next confers with the accused individual and takes a statement in the presence of a staff or faculty representative of the student's choice. If the student admits responsibility for the substance of the charge, the Hearing Officer reviews the statements, decides on an appropriate sanction, and informs the two parties involved, the Honor Council Chair, and the Vice President of Academic Affairs of the decision via a written Notice of Action. This shall include an entry: "Violation as Charged; Found Responsible" and in any case where a sanction is imposed, an entry: "Sanction Imposed," which is specified with clarity. Either the accused or accusing party may appeal this decision, whereupon a hearing before an Honor Council Panel will be held.

While meeting with the Hearing Officer, if the student denies or declines to admit responsibility to the substance of the charge, a hearing with an Honor Council Panel will be held. Cases deemed complex will be referred directly to an Honor Council Panel.

The Panel will meet with the student to discuss the case, review all documentation pertaining to the case, and decide on an appropriate sanction. A faculty member from the Panel will inform the two parties involved, the Honor Council Chair, and the Vice President of Academic Affairs of the decision via a written Notice of Action. This shall include an entry: "Violation as Charged; Found Responsible" and in any case where a sanction is imposed, an entry: "Sanction Imposed," which is specified with clarity.

A student found responsible by an Honor Council Panel has the right to appeal that decision in writing to the

Vice President for Academic Affairs, normally within five days of receiving written notice of the decision.

Imposing Sanctions

- The Honor Council may consider possible sanctions ranging from a failing grade or grade of zero for an assignment to suspension. It should attempt fairly to fit the sanction to the violation seen in total context. The Hearing Officer and Honor Council Panel must consider a suggested sanction from the person initiating the charge. A suggested sanction is informative and non-binding, but will be given serious consideration.
- The Hearing Officer/ Honor Council Panel will be provided information about any previous cases in which the person charged received a sanction for violating the Honor Code. Thus, a fairly severe sanction might be appropriately imposed for a relatively minor violation which has been persistently repeated despite formal warning, while a relatively minor sanction might be appropriately imposed for a serious violation where substantial extenuation is shown.
- The sanctions of suspension for a definite time and indefinite suspension, involving loss or interruption of educational opportunity, are appropriate only when the violator's continued membership in the college community is judged to be fundamentally at variance with the integrity of its educational mission or to pose a specific threat to his/her own emotional health or to the minimal internal order of the community.
- Sanctions imposed will not be punitive solely, but also will include provision for academic support services to assist the student charged in dealing with issues that contributed to the student's decision not to uphold the College's standard of academic integrity.
- All notice will be given in writing. Record of the decision reached and sanction imposed will be kept on record in the student's file in the Office of Academic Affairs until such time as the student leaves the institution, at which time, the student may request that such records be destroyed.

Right of Student Found Responsible to Request an Appeal

- If the case goes directly to an Honor Council Panel and the person accused is found responsible for the violation of the Honor Code, he/she has the right to appeal the decision. The appeal may be made on the question of responsibility for the violation, not on a question of the severity of the sanction imposed. Appeals may not be made on the basis of mere dissatisfaction with the original decision, but rather on the basis of new evidence pertaining to the original case, or evidence pertaining to abuse of discretion or of due process.
- Intention to appeal by a student found responsible for an Honor Code violation must be filed in writing with the Vice President for Academic Affairs. The Vice President for Academic Affairs shall hear the student's appeal within a reasonable time after receiving the appeal request.
- The Vice President for Academic Affairs will determine his/her own procedure for reaching a decision. However, the appellant must bear the burden of proof in order to warrant a reversal of an Honor Council decision. The decision of the Vice President for Academic Affairs is final. The Vice President for Academic Affairs will notify the appellant in writing when a decision is reached.