

SECTION III

The Honor System

1. The Honor System

The reputation and credibility of an institution of higher education requires the commitment of every member of the community to uphold and to protect its academic and social integrity. As such, all members of the Christopher Newport University community uphold and enforce the following:

The Honor Code

"On my honor, I will maintain the highest standards of honesty, integrity and personal responsibility. This means I will not lie, cheat or steal, and as a member of this academic community, I am committed to creating an environment of respect and mutual trust."

Under the Honor Code of Christopher Newport University, it is expected that all members of the University community will demonstrate honesty and integrity in their conduct. Intentional acts of lying, cheating, or stealing are violations of the Code that can result in sanctioning.

Each member of the University community is responsible for upholding and enforcing the Honor Code. The Honor System cannot function unless each member of the University community takes action when he or she believes any person may have violated the Honor Code. Members of this University community are obligated to report violations to appropriate University personnel in order to ensure the efficacy of the system.

2. Student Regulations

Learning takes place through individual effort; achievement can be evaluated only on the basis of the work a student produces independently. A student who seeks credit for work, words and ideas that are not the products of the student's own effort is dishonest. Such behavior infringes on the Honor System and can result in academic and university sanctions ranging from a reduced grade on the assignment to dismissal from the University.

Misunderstanding of the Honor System will not be accepted as an excuse for dishonest work. If a student is in doubt on some point with respect to the student's work in a course, he/she should consult the instructor before submitting the work in question.

A violation of any principle is considered cheating and any resulting work dishonest.

a. Infractions

- 1) Lying is the expression of an untruth made with the intent to mislead another or with reckless disregard for the truth of the matter asserted. Lying includes, but is not limited to, forgery, the use of false identification, and the omission of truthful statements.
- 2) Cheating is the act of wrongfully using or taking the ideas or work of another in order to gain an unfair advantage. It includes, but is not limited to: (1) the act of plagiarism*; (2) the acts of attempting to give or giving unauthorized aid to another student or attempting to receive or receiving unauthorized aid from another person on quizzes, tests, assignments, or examinations; (3) the acts of using or consulting unauthorized materials or using unauthorized equipment or devices on tests, assignments, quizzes or examinations; (4) the act of using any material portion of a paper or project to fulfill the requirements of more than one course unless the student has received prior permission to do so; or (5) the acts of intentionally commencing work or failing to terminate work on any examination, test, quiz, or assignment in violation of the time constraints imposed.
- 3) Stealing is the intentional taking or appropriating of the property of another without consent or permission and with the intent to keep or use the property without the owner's or the rightful possessor's permission. Although the prohibition against stealing includes property of whatever nature, it also covers theft of the academic work **or** product of another.
- 4) Plagiarism occurs when a student, with intent to deceive or with reckless disregard for proper scholarly procedures, presents any information, ideas or phrasing of another as if they were his or her own and does not give appropriate credit to the original source.

Students are responsible for learning proper scholarly procedure. Proper scholarly procedures require that, at a minimum, all quoted material be identified by quotation marks or indentation on the page, and the source of information and ideas, if from another, must be identified and be attributed to that source. While any amount of improperly attributed or unattributed material may be sufficient to find plagiarism, a student may be presumed to have acted with intent to deceive or with reckless disregard for proper scholarly procedures when a significant amount of improperly attributed or unattributed material is presented as if it were the student's own work. The faculty member is responsible for drawing a conclusion regarding whether the amount of improperly attributed or unattributed material is so significant that intent may be presumed. When a faculty member has sufficient reason to believe that a student was intentionally deceptive in his/her work the faculty member is required to report the infraction. An Honor Council will be convened to determine an appropriate university response to the student's actions. The university response will be in addition to the academic response determined by the faculty member.

b. Statement of Principles

1) Basic Policy

A student's name on any assignment is regarded as assurance that it is the result of the student's own thought and study, stated in the student's own words, and produced without assistance, except when quotation marks, references and footnotes acknowledge the use of other sources. In particular, the use of purchased term papers or research for submission as one's own work is expressly forbidden. Utilizing purchased work as one's own work will be considered an indicator of the student's intent to deceive his/her faculty member. In some instances, an instructor or department may authorize students to work jointly in solving problems or completing projects, but such efforts must be indicated as joint work on the ~~paper~~ **assignment** submitted. Unless permission is obtained in advance from the instructors of the courses involved, a student may not submit a single written work for completion of assignments in more than one course. Students who perceive the possibility for an overlapping assignment in courses should consult with the instructors involved before presuming that a single effort will meet the requirements of both ~~papers or projects~~ **assignments**.

2) Factual Work

In preparing papers or themes, a student often needs or is required to employ sources of information or opinion. All such sources used should be listed in the bibliography. It is not necessary to reference specific facts that are common knowledge and obtain general agreement. However, facts, observations and opinions which are new discoveries or are debatable must be credited to the source with specific reference to edition and page even when the student restates the matter in his or her own words. Inclusion word-for-word of any part, even only a phrase or sentence, from the written or oral statement of someone else must be enclosed in quotation marks and the source cited. Paraphrasing or summarizing the contents of another's work is not dishonest if the source is clearly identified, but such work does not constitute independent work and may be rejected by the instructor.

3) Laboratory Work and Assignments

Notebooks, homework and reports of investigations or experiments must meet the same standard as all other written work. If any of the work is done jointly or if any part of the experiment or analysis is made by anyone other than the writer, acknowledgement of this fact must be made in the report submitted. It is dishonest for a student to falsify or invent data; doing so will be considered an intent to deceive the faculty member into accepting knowingly inaccurate work.

4) Imaginative Work

A piece of written work presented as the individual creation of the student is assumed to involve no assistance other than the incidental criticism from any other person. A student may not, with honesty, knowingly employ story material, wording or dialogue taken from published work, the Internet, motion pictures, radio, television, lecture or similar sources.

5) Quizzes and Tests

In ~~writing~~ examinations and quizzes the student is required to respond entirely on the basis of the student's own memory and capacity without any assistance whatsoever except as is specifically authorized by the instructor. It is not necessary under these circumstances to give source references appropriate to other written work unless required by the instructor.

6) Tampering with the Work of Others

Any student who intentionally tampers with the work of another student or a faculty member shall be subject to the same sanctions imposed for other violations of this Honor System. Such tampering includes, but is not limited to:

- a) contaminating the results of scientific experiments by interfering with the conduct of the experiments in any way;
- b) altering or in any way interfering with computer programs used by other students or faculty members in class preparation, simulation games, or otherwise;
- c) altering or attempting to alter any academic or other official records maintained by the University.

3. Academic Violations of the Honor Code

An academic violation of the Honor Code is a serious offense that impacts the university in the following two distinct ways:

- a. It is a direct offense to the faculty member and to the members of the class in which the violation occurred.
- b. It is an affront to the institutional values and purpose of Christopher Newport University's community of Honor.

Therefore, both the faculty member and the university will review the incident and issue appropriate remedies.

Faculty Response to Academic Honor Code Violations

As stewards of the academic experience of Christopher Newport University students, faculty members are obligated to resolve any suspicions of academic dishonesty. Generally, the process undertaken for resolving an alleged academic violation of the Honor Code will be as follows:

A faculty member who suspects that the Honor System has been violated is responsible for investigating the suspected violation in such a manner as to preserve the integrity of the Honor System and not unduly harm the reputation of the suspected violator. **Due to the serious nature of academic violations, faculty members will make every a reasonable effort to resolve any suspicions of academic dishonesty in a timely manner, typically within five (5) business academic days of discovery of the issue.**

The faculty member should inform the department chair of a suspected incident of academic dishonesty. The faculty member ~~should~~**will** attempt to confer personally with the student who is suspected of violating the Honor System **typically within five (5) academic days** and determine if the student has committed the violation, ~~intentionally had an intent to deceive,~~ and/or if the student admits to the violation. The faculty member may choose to contact the Director of the Center for Honor Enrichment & Community Standards to participate in a preliminary investigation.

Using his/her best judgment, the faculty member will draw a conclusion regarding whether or not the student's actions or his/her submitted work, or any portion thereof, constitute an academic violation of the Honor Code. In cases where the faculty member has sufficient reason to find a violation of the Honor Code has occurred, he/she will issue an appropriate academic remedy. Faculty members may use discretion in issuing academic remedies. Examples of academic remedies include, but are not limited to, the following:

- 1) The faculty member may assign an "F" for the course to the student with a notation to the confidential University file of that student that the "F" was for an academic violation of the Honor Code. This determination requires a letter of notification to the department chair and the Director of the Center for Honor Enrichment & Community Standards signed by the professor stating the reason for the assigned "F". This letter will be placed in the student's permanent file.
- 2) The faculty member may assign a grade of "F" to the student for the work in question, which would be averaged into the student's other grades should the professor determine the student is remorseful and the violation occurred with no intent to deceive the faculty member. A letter of notification indicating an academic violation of the Honor Code has occurred should be signed by the professor and sent to the department chair and the Director of the Center for Honor Enrichment & Community Standards for placement in the student's permanent file.
- 3) The faculty member may reduce the grade he/she would otherwise assign to the work in question. A letter of notification indicating an academic violation of the Honor Code has occurred should be signed by the professor and sent to the department chair and the Director of the Center for Honor Enrichment & Community Standards for placement in the student's permanent file.

In a situation where the faculty member and student fail to meet regarding the incident or fail to agree about whether there has been a violation of the Honor System, the faculty member will, using his/her best judgment, determine if a violation has occurred and issue appropriate academic remedies, if necessary. ~~The faculty member will notify the Director of the Center for Honor Enrichment & Community Standards, who will initiate a university review of the incident to determine what university sanctions may apply.~~

If a faculty member determines a violation occurred, he/she will notify the student and the Director of the Center for Honor Enrichment & Community Standards of the violation and the academic remedy assigned, in writing, typically within five (5) business days. The Director of the Center for Honor Enrichment & Community Standards will initiate a University review of the incident to determine what university sanctions, if any, may apply. For more information please refer to the University Response to Academic Violations section of the Honor System.

~~Due to the serious nature of academic violations, faculty members will make every effort to determine the validity of any suspicions of academic dishonesty in a timely manner, typically within five business days of discovery of the issue. If the suspicion of academic dishonesty is confirmed, then faculty members will typically issue the letter of notification to the Director of the Center for Honor Enrichment & Community Standards within five business days.~~

Students and administrative personnel also bear responsibility for insuring the efficacy of the Honor System and in supporting the academic environment of Christopher Newport University. Students who suspect another student has violated the Honor System are obligated to report this violation directly to the faculty member(s) of the course, the faculty member(s) responsible for the activity, or to the Center for Honor Enrichment & Community Standards, which will then notify the appropriate faculty member(s) of the allegation(s). Administrative personnel are also obligated to notify the faculty member(s) of the course, the faculty member(s) responsible for the activity, or the Center for Honor Enrichment & Community Standards.

When there is a question about a student's honesty with regard to his/her academic work, it is the student's responsibility to:

- a) Meet with the faculty member to discuss the alleged violation
- b) Provide accurate and truthful information regarding the scholarly work in question
- c) Report the finding, in writing, to the Director of the Center for Honor Enrichment & Community Standards within five (5) business days of resolution
- d) ~~Pursue the grade appeal process, when appropriate, for resolution of the academic remedy~~

Should a student be found responsible for a violation by a faculty member, **he/she the student** can request **the** decision to be reviewed by a Faculty Review panel within five (5) **business academic** days from the date of notification of the violation. This request for review needs to be done in writing to the Center for Honor Enrichment & Community Standards, who will convene the Faculty review panel.

A review panel is comprised of three (3) instructional faculty members, including the department chair if eligible, from the department/college of the instructor whose decision is being reviewed. Review panels considering reviews of violations awarded in graduate courses shall be composed of faculty members instructing graduate courses. Should the department chair be ineligible to sit on the panel, another senior faculty member will be selected. The instructor who rendered the findings of fact is ineligible to sit on the review panel.

Any academic remedy issued by the faculty member will be held in abeyance, pending resolution of the case. Should the allegations of misconduct occur at the conclusion of a course or academic period; a grade of incomplete will be issued to the student pending a resolution.

The Director of the Center for Honor Enrichment & Community Standards will identify one member of the review panel to serve as the Chair of the panel. As Chair this faculty member conducts the panel proceedings and will subsequently notify the Center for Honor Enrichment & Community Standards of the panel's decisions. All members of the review panel have voting privileges.

The review panel decision regarding **what, if any, violations occurred whether to sustain the decision of the instructor** will be determined by a simple majority vote.

Faculty Review Panel Procedure

1. A date, time and place of the panel shall be determined with notification given to all parties. Every effort shall be made to schedule this panel within two weeks of the date of notification of violation, unless previously agreed upon by all parties.
2. The student respondent will be notified of the allegations he/she is being accused of in advance.
3. All panels will be closed to the public.
4. In cases involving more than one student, the review panel may hear the case as one, but shall make separate findings of fact for each student.
5. Both the faculty member issuing the original finding and the student will be given the opportunity to present information and/or evidence on their behalf.
6. In situations where the student and/or the faculty member issuing the original finding do not attend the review panel, the proceedings will continued as planned.
7. The student may have an advisor present during the review panel. The role of the advisor is to "advise" and as such is limited to conferring with the advisee only. Advisors shall not participate orally at any point during the hearing.
8. Witness statements need to be submitted, in writing, five (5) days in advance in order to be considered. Panel members will review the submitted statements and may request a witness to appear.
9. The Center for Honor Enrichment & Community Standards will contact any witnesses requested to appear.
10. Questioning of witnesses will be limited to panel members.
11. All panels shall be recorded and the notice, exhibits, taped or stenographic records and findings of fact shall be filed with Director of CHECS. Unauthorized recording in any medium is not permitted without prior written permission.
12. In closed session, the review panel members, after deliberation, will decide whether the student has or has not violated the Honor Code policy defined, based on their understanding of the student's intent to deceive or the student's reckless disregard for scholarly procedure.

13. The Chair will notify the Center for Honor Enrichment & Community Standards the review panel decisions.
14. The faculty member and the student will be notified, in writing, by the Center for Honor Enrichment & Community Standards of the review panel decision no later than five (5) business days from the date of the review panel.

If the Faculty Review panel finds a student responsible for violating the Honor Code, the academic remedy issued by the faculty member will stand.

Appeal Requests from the Faculty Review Panel

An appeal is defined as a request to review the rendered decision.

Students wishing to appeal the Faculty review panel's decision may do so to the Dean of Students, only if there has been a violation of due process or if there is new information, which was not available at the time the decision was rendered, to be presented. A written request, stating the specific grounds upon which the request is based, must be received from the student by the end of the fifth (5) business academic day following the date of notification of the review panel. Requests submitted after the fifth day or not having sufficient grounds may not be accepted.

The Dean of Students will review the request and may choose to review the entire record of the case. The Dean of Students may also meet with the student, the faculty member and/or panel members. The Dean of Students may also consult with the Academic Dean of the college in which the behavior in question occurred when rendering a decision. The action of the Dean of Students will be communicated to the student in writing.

All records regarding the above procedures will be kept in the Center for Honor Enrichment & Community Standards.

University Response to Academic Honor Code Violations

When the Director of the Center for Honor Enrichment & Community Standards has been notified of an academic violation of the Honor Code, it is the Director's responsibility to:

- a) Initiate university review of the violation
- b) Determine an appropriate University response to the violation
- c) Notify the faculty member and the student if an Honor Council will be convened

In a situation where the faculty member has provided an academic remedy to a violation of the Honor Code, an Honor Council may be convened under certain circumstances. These circumstances include, but are not limited to, the following:

- a) In the faculty member's judgment, the student's actions constitute "intent to deceive" the faculty member into accepting work other than that which is the product of the student
- b) The student has been previously found responsible for an Honor Code violation
- c) The Director of the Center for Honor Enrichment & Community Standards has completed the University review of the incident and determined an Honor Council is warranted

In any of these circumstances an Honor Council will determine suitable university sanctions, to include the student's continued enrollment status, in addition to the academic sanctions issued by the faculty member. In the event a student remains at the University after having been found in violation of the Honor Code, the student may be required to complete integrity education seminars in an effort to insure future Honor Code violations do not occur.

For specific information regarding Honor Council procedures, please refer to the Student Handbook