

Center for Honor Enrichment & Community Standards

Email: cheecs@cnu.edu

Phone: 594-7190

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.

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.

The faculty member should inform the department chair of a suspected incident of academic dishonesty. The faculty member should attempt to confer personally with the student who is suspected of violating the Honor System and determine if the student has committed the violation intentionally 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.

Due to the serious nature of academic violations, faculty members will make every effort to resolve any suspicions of academic dishonesty in a timely manner, typically within five business days of discovery of the issue. Upon resolving the issue, 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:

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

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:

- Initiate university review of the violation

- Determine an appropriate University response to the violation
- 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:

- 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
- The student has been previously found responsible for an Honor Code violation
- 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.