

4-25-2008

DOC 2005-01 Revision of Undergraduate Standards of Conduct and Establishment of Undergraduate Honor Pledge

University of Dayton. Student Academic Policies Committee

Follow this and additional works at: https://ecommons.udayton.edu/senate_docs

Recommended Citation

University of Dayton. Student Academic Policies Committee, "DOC 2005-01 Revision of Undergraduate Standards of Conduct and Establishment of Undergraduate Honor Pledge" (2008). *Senate Documents*. 35. https://ecommons.udayton.edu/senate_docs/35

This Article is brought to you for free and open access by the Academic Senate at eCommons. It has been accepted for inclusion in Senate Documents by an authorized administrator of eCommons. For more information, please contact frice1@udayton.edu, mschlangen1@udayton.edu.

PROPOSAL TO THE ACADEMIC SENATE

TITLE: Revision of Undergraduate Standards of Conduct and Establishment of Undergraduate Honor Pledge

SUBMITTED BY: Student Academic Policies Committee

DATE: April 25, 2008 ([Version originally submitted March 11, 2005](#))

ACTION: Legislative Authority

REFERENCE: II. B. 1.

RATIONALE: Revision and Update of Academic Dishonesty policy established in 1978, applicable to all undergraduate students. Graduate students shall be governed by the current Academic Dishonesty section of the student handbook.

Purpose:

I. A Reflection of our Marianist Values

At the request of the Student Government Association and the Academic Senate, this document represents a revised and renewed expression of our Marianist values in relation to academic integrity.

As such, this document reflects our Marianist characteristics of education and provides a more positive perspective on the growth and development of all community members.

As a Marianist university, we strive to provide students with an education that promotes:

- Formation in the Faith
- Integral Quality Education
- The Family Spirit
- Service, Justice, and Peace
- Adaptation and Change

Additionally, part of our mission is to instill in each community member a sense of moral responsibility. Our charism's underlying spirit of love and nurturing encourages a 'prudent tendency to leniency,' while calling each student to personal and communal responsibility (Characteristics of Marianist Education, 1996, p. 23.)

However, the importance of integrity is essential in any academic institution, and must be treated with the highest respect. Constantly striving to foster an environment of honesty and integrity of all forms enhances the reputation of the University and the Marianist way of life.

All communities are based on the value of trust. Dishonest actions greatly weaken the ties between members, diminishing our overall faith and confidence in those around us.

We believe that every aspect of life at the University should reflect our culture of encouraging student growth and development through positive interactions.

“In Marianist educational communities, authority exists not for its own sake, but for the common good. Responsibly used, authority helps teachers to educate, students to learn, and administrators to lead with a collaborative style. We exercise authority to facilitate change and provide direction, but also to communicate with trust and honesty, to create in our schools a democratic and harmonious atmosphere.”
(Characteristics)

II. A Proactive Measure to Enhance Academic Excellence

The University’s Strategic Plan calls for the “concept and practice of transformative education through integrating learning and living and community.” Specifically, the development of an academic honor code and the associated cultural focus assists in addressing the following described tactics for achieving that goal.:

- Developing, expanding, and deepening a First-Year Experience that prepares students to take the fullest advantage of their time at the University of Dayton.

- Encouraging and reinforcing student behavior that is consistent with the Catholic and Marianist values of the University and contributes to the development of responsible members of a campus learning community.

Additionally, significant research has shown that applications of academic honor codes, especially those in which students are involved in the adjudication process, have demonstrated lower rates of academic dishonesty than those schools in which such academic responsibility is not explicitly valued.

The academic honor code serves as an outward expression of our community values in a manner which calls both new and returning students to be consciously aware of the concepts that the university experience is transformative in nature, and that education occurs in a communal and not individualized context.

Application: The Academic Senate and Student Government Association of the University of Dayton recommends that the Honor Code become an integral part of the University experience, with integration into the admissions process and literature, orientation, and at the departmental levels. The following pages shall be integrated into the Student Handbook, and the current sections titled Academic Dishonesty, I. Definitions, II. Penalties and Procedures, and III. Appeal Procedure shall apply to graduate students. The procedures outlined shall be executed by the appropriate personnel.

The Academic Honor Code

I. Introduction

As a Marianist, Catholic university committed to the education of the whole person, The University of Dayton expects all members of the academic community to strive for excellence in scholarship and in character. As stated in the University's Student Handbook, "The University of Dayton expects its faculty and administration to be instrumental in creating an environment in which its students can develop personal integrity."

To uphold this tradition, the university community has established an academic honor code for its undergraduate schools, including the College of Arts and Sciences, the School of Business Administration, the School of Education and Allied Professions, and the School of Engineering. Students are requested to sign a pledge certifying that they understand the provisions of the Academic Honor Code and will abide by it upon matriculation to the University.

II. The Honor Pledge

Potential undergraduate students of the University of Dayton shall be made aware of the University's Academic Honor Code after the application period but before matriculation. Upon matriculation, the student shall be requested to sign the pledge as follows:

"The University of Dayton Academic Honor Code: A Commitment to Academic Integrity

I understand that as a student of the University of Dayton, I am a member of our academic and social community,

I recognize the importance of my education and the value of experiencing life in such an integrated community,

I believe that the value of my education and degree is critically dependent upon the academic integrity of the university community, and so

In order to maintain our academic integrity, I pledge to:

- Complete all assignments and examinations by the guidelines given to me by my instructors,
- Avoid plagiarism and any other form of misrepresenting someone else's work as my own
- Adhere to the Standards of Conduct as outlined in the Academic Honor Code.

In doing this, I hold myself and my community to a higher standard of excellence, and set an example for my peers to follow.

Signed:

Dated:
”

Faculty shall make known the expectations for completing assignments and examinations at the beginning of each course, and list the expectations within the course syllabus. Faculty are encouraged to discuss these expectations with students in a manner appropriate for each course.

III. Standards of Conduct

Without regard to motive, student conduct that is academically dishonest, evidences lack of academic integrity or trustworthiness, or unfairly impinges upon the intellectual rights and privileges of others is prohibited. A non-exhaustive list of prohibited conduct includes:

A. Cheating on Exams and Other Assignments

Cheating on examinations and assignments consist of willfully copying or attempting to consult a notebook, textbook, or any other source of information not authorized by the instructor; willfully aiding, receiving aid, or attempting to aid or receive aid from another student during an examination; obtaining or attempting to obtain copies of any part of an examination (without permission of the instructor) before it is given; or any act which violates or attempts to violate the stated conditions of an examination. Cheating on an assignment consists of willfully copying or attempting to copy all or part of another student's assignment when class assignments are such that students are expected to complete the assignment on their own. It is the responsibility of the student to consult with the professor concerning what constitutes permissible collaboration and what materials are allowed to be consulted.

B. Committing Plagiarism and Using False Citations

Plagiarism consists of quoting directly from any source of material without appropriately citing the source and identifying the quoted material; knowingly citing an incorrect source; or using ideas (i.e. material other than information that is common knowledge) from any source of material without citing the source and identifying the borrowed material. Students are responsible for educating themselves as to the proper mode of attributing credit in any course or field. Faculty may use various methods to assess the originality of students' work, such as plagiarism detection software.

C. Submitting Work for Multiple Purposes

Students are not permitted to submit their own work (in identical or similar form) for multiple purposes without the prior and explicit approval of all faculty members to whom the work will be submitted. This includes work first produced in connection with classes at either the University of Dayton or other institutions attended by the student.

D. Submitting False Data or Deceptive Information

The submission of false data is academic fraud. False data are data that have been fabricated, altered, or contrived in such a way as to be deliberately misleading or to fit expected results. Deception is defined as any dishonest attempt to avoid taking examinations or turning in assignments at the scheduled times. Extenuating circumstances such as a personal illness, death in the family, etc. must be negotiated with the instructor.

E. Falsifying Academic Documentation and Grade Alteration

Any attempt to forge or alter academic documentation (including transcripts, letters of recommendation, certificates of enrollment or good standing, registration forms, and medical certification of absence) concerning oneself or others is academic fraud. Grade alteration consists of an act which dishonestly modifies a grade obtained for a class assignment, examination, or for the course itself.

F. Abuse of Library Privileges and Shared Electronic Media

All attempts to deprive others of equal access to any library materials constitute a violation of academic integrity. This includes the sequestering of library materials for the use of an individual or group; a willful or repeated failure to respond to recall notices; and the removal or attempt to remove library materials from any University library without authorization. Defacing, theft, or destruction of books and articles or other library materials that serve to deprive others of equal access to these materials also constitute a violation of academic integrity. Malicious actions that deprive others of equal access to shared electronic media used for academic purposes constitute a violation of the Honor Code. This includes efforts that result in the damage or sabotage of campus computer systems.

G. Encouragement and Tolerance of Academic Dishonesty

The quality of campus and community life is dependent upon the commitment of each member of the University to a shared set of behavior standards and values. Adhering to the Academic Honor Code is not limited to direct actions, but also includes any behavior that supports, encourages, or tolerates academic dishonesty.

IV. Student Status with Respect to the Academic Honor Code

- A. All University of Dayton undergraduate students are subject to the Standards of Conduct and procedures of the Academic Honor Code, regardless of whether or not the Honor Pledge is signed. These procedures also apply to undergraduate students enrolled in graduate courses.
- B. The maximum penalty for a proven case of academic dishonesty is an F in the course. No provision can then be made for the student to receive a W. Under some circumstances, such as repeated offenses, theft, intimidation, or breaking and entering, additional penalties may be imposed by the student's dean. These penalties may include dismissal from the major, dismissal from the school or college, removal from honors programs, or dismissal from the University.

- C. All honor code violations require that a dean be notified of the violation by either the faculty member or the student. If a student accepts a faculty member's accusation and/or penalty, the case will be considered resolved and no further action shall be required. If a student does not admit the violation or accept the proposed penalty, the student may contact the chair and initiate an appeal process as outlined in Section V.
- D. If a possible violation is reported after the grade for a course has been submitted, a case will be adjudicated only if the Office of the Provost determines that the alleged offense is of sufficient gravity to warrant consideration. Only matters that could reasonably result in sanctions reflected in a student's permanent record will ordinarily meet the "sufficient gravity" test in this context.
- E. If a student with a possible violation withdraws, transfers, or is, for any reason, not currently enrolled at the University of Dayton, the University may maintain a continuing interest in, and complete the adjudication of the matter, if, in the judgment of the Office of the Provost, the matter is of sufficient gravity to warrant resolution. The Office of the Provost shall have the discretion to determine whether the adjudication will occur before or after the student's re-enrollment.
- F. A student may not graduate with an unresolved Academic Honor Code violation which, in the judgment of the Office of the Provost, is of sufficient gravity to warrant resolution. Certification for the degree will be withheld pending a final resolution of the Academic Honor Code matter.
- G. If a possible violation is reported after a student has graduated, transferred, or otherwise terminated his or her enrollment at the University, a case will be adjudicated only if the Office of the Provost determines that the case is of sufficient gravity to warrant consideration. Following adjudication in a case involving a student who has already received a degree, the appropriate Hearing Board shall have the authority to recommend sanctions up to and including the revocation of a degree or certificate. The Office of the Provost has the final authority to revise and implement any sanctions.

V. Appeal Procedure

A student who feels an accusation of academic honor code violation is unfair may appeal in the sequential manner listed below:

A. If no resolution occurs in the private conversation with the instructor, the student may appeal to the chairperson of the department in which the course was taught. This appeal must be made in writing within ten days after meeting with the instructor and must state the situation as perceived by the student. The chairperson may use reasonable means including meeting with the instructor and student to reach a determination on the accusation.

B. If no resolution occurs with the department chairperson, the student has ten days to file a written appeal. In departments where a grade appeal committee already exists, this will be the review committee. This committee shall consist of faculty determined by the department chair of the department in which the violation occurred. The review committee will first select a chairperson, and then meet with the student and faculty member involved on separate occasions and gather any additional evidence or

information related to this appeal. The student has the right to see and hear the evidence and to question any witnesses against the student and to present evidence and witnesses on the student's behalf. Both the student and the faculty member must cooperate with the review committee. The review committee will make known its recommendations and the reasons for its recommendations in writing to the department chairperson(s), the student, the faculty member, and the dean(s). If the accusation is judged a violation and the penalty appropriate, a record will be sent to the student's chairperson and dean.

C. If the student or faculty member disagrees with the review committee's decision, either may then make an appeal to the dean of the college or school in which the course was offered. The dean must make known his or her decision, and reason(s), in writing to the student, the faculty member, chairperson, and review committee.

D. A final appeal may be made to the Provost. The Provost must make known his or her decision, and reason(s), in writing to the student, the faculty member, chairperson, and review committee. The final authority rests with the Provost.

Current Student Handbook Statement on Academic Honesty

[NOTE: This text is provided as background, for comparison to the Honor Code proposal above. SAPCAS members agree the definitions here are sound, but need to be updated to include specific references to electronic sources of information. The sections on penalties, procedures and appeals would be revised by the proposed Honor Board procedures]

(Approved by faculty vote, March 31, 1978)

(Approved by the president, May 12, 1978)

As an institution of higher learning, the University of Dayton expects its faculty and administration to be instrumental in creating an environment in which its students can develop personal integrity.

I. DEFINITIONS

Student academic dishonesty is defined as any attempt by the student to obtain, or to assist another student to obtain, a grade higher than honestly earned. In addition to specific conditions stated by the course instructor, the following are defined as academic dishonesty: cheating; plagiarism; grade alteration; and deception to avoid meeting the stated course conditions.

A. Cheating: Cheating consists of any of the following:

For Examinations: Willfully copying or attempting to consult a notebook, textbook, or any

other source of information not specifically authorized by the teacher; willfully aiding or receiving aid from another student during an examination or attempting to give or receive such aid; obtaining or attempting to obtain copies of the examination prior to the time the examination is given; or any other act which violates or attempts to violate the stated conditions of an examination.

For Assignments: When class assignments are such that students are expected to complete the assignment on their own, willfully copying all or part of another student's assignment or attempting to violate or violating any stated conditions of the assignment.

B. Plagiarism: Plagiarism consists of any of the following:

Quoting directly from any source of material – including other students' work and materials purchased from research consultants – without appropriately citing the source and identifying the quoted material; knowingly citing an incorrect source; using ideas (i.e., material other than information that is common knowledge) from any source of material – including other students' work and materials purchased from research consultants — without citing the source and identifying the borrowed material.

The instructor is expected to establish any additional guidelines for plagiarism and should make clear to the students their individual responsibilities on assignments.

C. Grade Alteration: Grade alteration consists of an act which dishonestly modifies a grade obtained for a class assignment, examination or for the course itself.

D. Deception: Deception is defined as any attempt to avoid meeting the stated course conditions, such as making false statements to avoid taking examinations at the scheduled times or to avoid turning in assignments at scheduled times.

II. PENALTIES AND PROCEDURES

The maximum penalty for a proven case of academic dishonesty is an F in the course. No provision can then be made for the student to receive a W. Under some circumstances, such as repeated offenses, theft, intimidation, or breaking and entering, additional penalties may be imposed by the student's dean. These penalties may include dismissal from the major, dismissal from the school or college, removal from honors programs, or dismissal from the University.

When an accusation of dishonesty occurs, the faculty member must notify the student immediately and in private of the accusation and penalty. If, after a private discussion between the faculty member and the student, the student admits the dishonesty and accepts the penalty, the student's dean will be notified in writing of the violation. This is to be a student's notification with the only other copy to go to the student. If, after the private discussion, the student does not admit dishonesty or accept the penalty, the faculty member alleging the dishonesty will notify, in writing, the student's chairperson and dean, the faculty member's chairperson and dean, and the student. In either case, such notification will become part of the dean's official file on the student but will not be transmitted outside the University.

III. APPEAL PROCEDURE

A student who feels an accusation of academic dishonesty is unfair may appeal in the sequential manner listed below:

B. If no resolution occurs in the private conversation with the instructor, the student may appeal to the chairperson of the department in which the course was taught. This appeal must be made in writing within ten days after the written notice and must state the facts as the student sees them. The faculty member also submits evidence at this time to the department chairperson.

C. If the student's appeal is denied by the department chairperson, the student has ten days to file an appeal to the review committee of the college or school in which the violation occurred. In departments where a grade appeal committee already exists, this will be the review committee. The review committee will first select a chairperson, and then meet with the student and faculty member involved on separate occasions and gather any additional evidence or information related to this appeal. The student has the right to see and hear the evidence and to question any witnesses against the student and to present evidence and witnesses on the student's behalf. Both the student and the faculty member must cooperate with the review committee.

The review committee will make known its recommendations and the reasons for its recommendations in writing to the department chairperson(s), the student, the faculty member, and the dean(s). If the accusation is judged a violation and the penalty appropriate, a record will be sent to the student's dean. If no violation can be proven, all material pertaining to the accusation will be returned to the faculty member.

D. Either the student or the faculty member involved may then make an appeal to the dean of the college or school in which the course was offered. A final appeal may be made to the provost. The final authority rests with the provost.

Research Resources

McCabe, D. 2005. "New Honor Codes for a New Generation." Inside Higher Ed.
<http://www.insidehighered.com/views/2005/03/14/pavela1>

McCabe, D. 2002. "Honesty and Honor Codes" Academe Online.
<http://www.aaup.org/AAUP/pubsres/academe/2002/JF/Feat/mcca.htm>

Mize, B. 1999. "Academic Dishonesty at UNC: A Collaborative Study." University of North Carolina. http://www.unc.edu/~bmize/teaching/english_12/academic_dishonesty/vesela.html

Princeton University's Honor Code Website. <http://www.princeton.edu/honor/>

The University of Virginia's Honor Code. <http://www.virginia.edu/honor/>

Stanford University Honor Code
<http://www.stanford.edu/dept/vpsa/judicialaffairs/guiding/honorcode.htm>

AACU Program “Core Commitments: Educating Students for Personal and Social Responsibility.” http://www.aacu.org/core_commitments/leadershipconsortium.cfm

Characteristics of Marianist Education

University of Dayton Strategic Plan