

## THE CATAWBA COLLEGE HONOR CODE: ACADEMIC AND SOCIAL RIGHTS AND RESPONSIBILITIES

(Approved: Students, Faculty and Administrators: Nov 11, 1993)

(Modified: Mar 4, 2003)

### PREAMBLE

Catawba College includes in its "Statement of Purpose" a desire to develop tolerance and intellectual integrity, to instill a sense of responsibility to society, to encourage the exercise of social virtues and responsible citizenship; furthermore, there exists a community-wide desire to encourage consideration for others and to promote the common good.

### THE HONOR CODE

In order to educate individuals to live responsibly in community and to create an environment that encourages respectful expression of values, without censorship, the Catawba community has developed and endorsed The Catawba College Honor Code. It is intended that the Honor Code will promote a climate of trust, concern and respect conducive to learning and personal growth in community.

Everyone who is a member of the Catawba community has responsibilities to respect others, to communicate honestly, to seek excellence, and to participate in creating a fair and compassionate atmosphere on campus.

Faculty, administrators, and staff have responsibilities to endeavor to enhance the personal and intellectual development of other persons; to be compassionate, thorough, and fair in evaluating the performance of students and professional associates; to use the authority of their office in ways that respect persons and avoid the abuse of power; and conduct their professional activities in ways that uphold the ideals of virtue and excellence<sup>1</sup>.

Therefore, Catawba College students, faculty, staff and administrators are committed to the Catawba College Honor Code which is set forth as follows:

*"As a member of the Catawba College community, I will practice academic honesty, communicate truthfully, and show respect for the rights and property of others. I will also encourage others in the community to behave honorably."*

The Honor Code does not condone dishonorable actions within any sector of Catawba College. Such actions include academic dishonesty as well as social disrespect and any action harmful to the Catawba College community and its members. Violations of the law are also violations of the Honor Code. The Honor Code applies to students, faculty, administrators and staff members.

### ACADEMIC DISHONESTY

Academic dishonesty includes, but is not limited to, cheating, plagiarism, and lying about academic work. A student who submits the work of others, whether in whole or in part, without proper acknowledgement or permission, or who has falsified information within his own work, is in violation of the Honor Code, and is therefore subject to appropriate sanctions resulting from such a violation.

**Cheating.** Cheating involves submitting another person's academic work as if it were one's own work. Cheating includes, but is not limited to, giving or receiving aid on in-class or "take-home" tests and examinations; collaborating on assignments that the instructor intended to be completed individually; copying another student's written homework; and copying assignments from computer software or printouts.

**Plagiarism.** Plagiarism, a form of cheating, is the intentional or unintentional presentation of the words, ideas or research of others, either through direct quotation, paraphrase, summary, or graphics, without proper acknowledgement or documentation. Contributions to a student's written work from texts, fellow

students, faculty members (including information obtained from lectures, discussions and interviews), or any source other than the student must be acknowledged within the body of the work in question unless the information is understood to be common knowledge.

Faculty members understand that cases of plagiarism may show considerable variation in degree of severity or intent, and they may choose to respond to the violation with a broad range of sanctions, from failing the student for the course or failing the work in question, to simply reducing the grade given on the work submitted. These sanctions may be determined solely by the faculty member to whom the work in question is submitted.

**Lying about Academic Work.** Lying about academic work involves providing dishonest information about class attendance, written work, or other matters pertinent to the student-instructor relationship. Examples include, but are not limited to, claiming to have submitted an assignment when the student has not submitted the assignment; responding dishonestly to an instructor's inquiries into potential honor code violations; falsely implicating another student in an honor code violation, or lying to protect another student; and submitting the same paper to more than one instructor for credit without the permission of each instructor.

When a faculty member discovers evidence of academic dishonesty he or she will confront the student with the evidence.

\* If the student admits to academic dishonesty, the faculty member will issue the sanctions he or she deems appropriate. The faculty member will then report the matter to the Provost and the College Conduct Administrator, either of which can pursue further sanctions on behalf of the community.

\* If the student denies academic dishonesty, but the evidence suggests a violation has occurred, the faculty member will refer the case to the College Conduct Administrator, which will conduct a hearing. In the event that the student is found not responsible, the process is terminated. In the event that the student is found responsible, the Student Conduct Board will sanction, the faculty member may also sanction at his/her discretion, and the Provost will be informed.

The student will have recourse to the appeal process should he or she wish to challenge the findings of the Student Conduct Board and consequent sanctions.

**Procedures for Resolution of an Academic Grievance.** Should a student wish to grieve some aspect of a faculty member's academic behavior, the procedure described for Academic Grievance Panels given elsewhere on the College website (from the site index: HUMAN RESOURCES\CAMPUS POLICIES AND PROCEDURES\ACADEMIC POLICIES) shall be followed.

#### THE STUDENT CONDUCT BOARD

The officers and procedures of the Student Conduct Board (including infractions, sanctions and appeal mechanisms) are described in detail in the *Student Handbook*.

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1. Stated in Reynolds and Smith (1990), "Academic Principles of Responsibility". In W.W. May (Ed.), *Ethics and higher education*. NY: MacMillan, Pp. 37-38.
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