

FACULTY GUIDE TO THE ACADEMIC CODE OF HONOR



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The Academic Code of Honor can be found at honorcode.nd.edu, as can an electronic version of this guide.



INTRODUCTION

The University of Notre Dame is a scholarly community in which faculty and students share knowledge, ideas, and creative works. Notre Dame's Academic Code of Honor expresses our common commitment and moral responsibility to represent accurately and to acknowledge the contributions of every individual.

The purpose of the Academic Code of Honor is to help undergraduate students develop habits of moral character. Both students and faculty share in the responsibility for cultivating a learning environment where the thoughts and creativity of each individual are evaluated in a fair and reasonable manner.

- Each undergraduate, as an integral member of the academic community, must make the ethical and moral commitment to act honestly and not to tolerate academic dishonesty on the part of other students.
- All faculty members must clearly define how the Honor Code applies to their courses, create a classroom culture that encourages academic integrity, and abide by the procedures established in the Code of Honor for dealing with academic dishonesty.

This *Faculty Guide to the Academic Code of Honor* provides a concise summary of the *Undergraduate Student Academic Code of Honor Handbook*. The *Handbook* describes the standards of personal academic conduct that all Notre Dame undergraduates pledge to follow and also outlines the procedures by which violations of the Honor Code are reported and adjudicated. To access the complete text of Notre Dame's Honor Code, please download the current *Handbook* from honorcode.nd.edu.

The Academic Code of Honor applies only to undergraduate students. Consult the appropriate University unit (e.g., the Law School or the Graduate School) if you suspect academic dishonesty by a student enrolled in an advanced degree program.

STUDENT PLEDGE ESPOUSING ACADEMIC INTEGRITY

Before matriculation, each entering undergraduate, after passing an online tutorial to demonstrate an understanding of the *Undergraduate Student Guide to the Academic Code of Honor*, must electronically sign the student pledge:

As a member of the Notre Dame community, I will not participate in or tolerate academic dishonesty.

The pledge to uphold the Academic Code of Honor includes an understanding that all submitted work, graded or ungraded—examinations, draft copies, papers, homework assignments, extra credit work, etc.—must be a student's own. Any type of academic dishonesty is a violation. Although not exhaustive, the following list serves as a guide to help students understand what is expected at the University.

- All work submitted for a course is accepted as a student's own work, unless otherwise understood and approved by the instructor.
- A student may not without proper citation submit work that has been copied, wholly or partially, from another student's paper, notebook, or exam. Nor may a student without proper citation submit work that has been copied, wholly or partially, from a book, article, essay, newspaper, the Internet, or any other written, printed, or media source, whether or not the material in question is copyrighted.
- Written work that paraphrases any written or printed media material (including websites) without acknowledgment may not be submitted for a course. Ideas from books, essays, and websites may be incorporated in a student's work as starting points, governing issues, illustrations, and the like, but in each case the source must be cited.
- A student may not give or receive unauthorized aid on an exam or quiz.
- A student may not falsify data of any kind.

- A student may not give a false reason for requesting a make-up examination, an extension on an assignment, or an excused absence.
- A student may not turn in the same work for two or more different courses he or she is taking in an academic term unless each professor involved has authorized the student to do so in advance.
- A student may not submit for one course any work that has been used to fulfill the requirements of another course previously taken at this or any other school without obtaining permission of the current professor in advance.
- If a student becomes aware of an Honor Code violation, he or she must take responsible action as outlined in the *Undergraduate Student Guide to the Academic Code of Honor*.

In each class, students must familiarize themselves with the directives given by the instructor concerning what is and is not permitted, especially in matters of group projects, lab reports, and the attribution of research to sources (footnoting), including the Internet. Please note that guidelines and expectations for conduct with respect to research projects are maintained by Notre Dame Research (research.nd.edu).



COLLABORATION AMONG STUDENTS

Collaborative study can have great educational value, and the Honor Code should not be construed as discouraging such work. **Unless you forbid such consultation in your class, a student may work with other students on assignments and present ideas and even written work to peers for comment and criticism.** An instructor's explicit guidelines take precedence in determining whether certain actions are permissible.

Students have been informed in the *Undergraduate Student Guide to the Academic Code of Honor* that they must abide by the following principles:

- It is a presupposition that ideas and expressions in a submitted paper or report, unless otherwise indicated, originate from the writer. Consequently, if ideas or expressions in a student's written work originate from another, whether the person is an author or fellow student, that source should be cited in an endnote or footnote. If an idea or form of words arises from the common effort of two or more students in conversation, this fact should be cited.
- If a student is unsure whether certain forms of consultation or collaboration are acceptable or what the standards for citation are, the student is responsible for consulting his or her instructor.



ROLE OF FACULTY AND TEACHING ASSISTANTS

All who teach undergraduates at the University are required to become aware of and abide by the policies and procedures outlined within this *Faculty Guide to the Academic Code of Honor* and contained in the *Undergraduate Student Academic Code of Honor Handbook* (honorcode.nd.edu).

As an instructor, you are responsible for articulating the principles of academic integrity to your students and for explaining how these principles apply to work in your class.

- You are expected to explain the conditions under which students are allowed to share their work and to offer guidelines when asking students to work in teams or groups.
- You are encouraged to distribute a handout with information about what constitutes plagiarism when assigning writing in your courses, keeping in mind that our goal is to teach students how to use and document sources appropriately.
- Some students may not yet have learned all the conventions of documentation. If such a student exhibits confusion when submitting an early draft of a work, and it is clear to you that the student is not to blame for this ignorance and is not attempting to present another's work as his or her own, you are encouraged to give the student an opportunity to revise his or her work until any plagiarized material is eliminated.
- So that you can evaluate students in a fair and reasonable manner, you may be present in classrooms during examinations, fostering an environment that does not create opportunities for dishonest action.

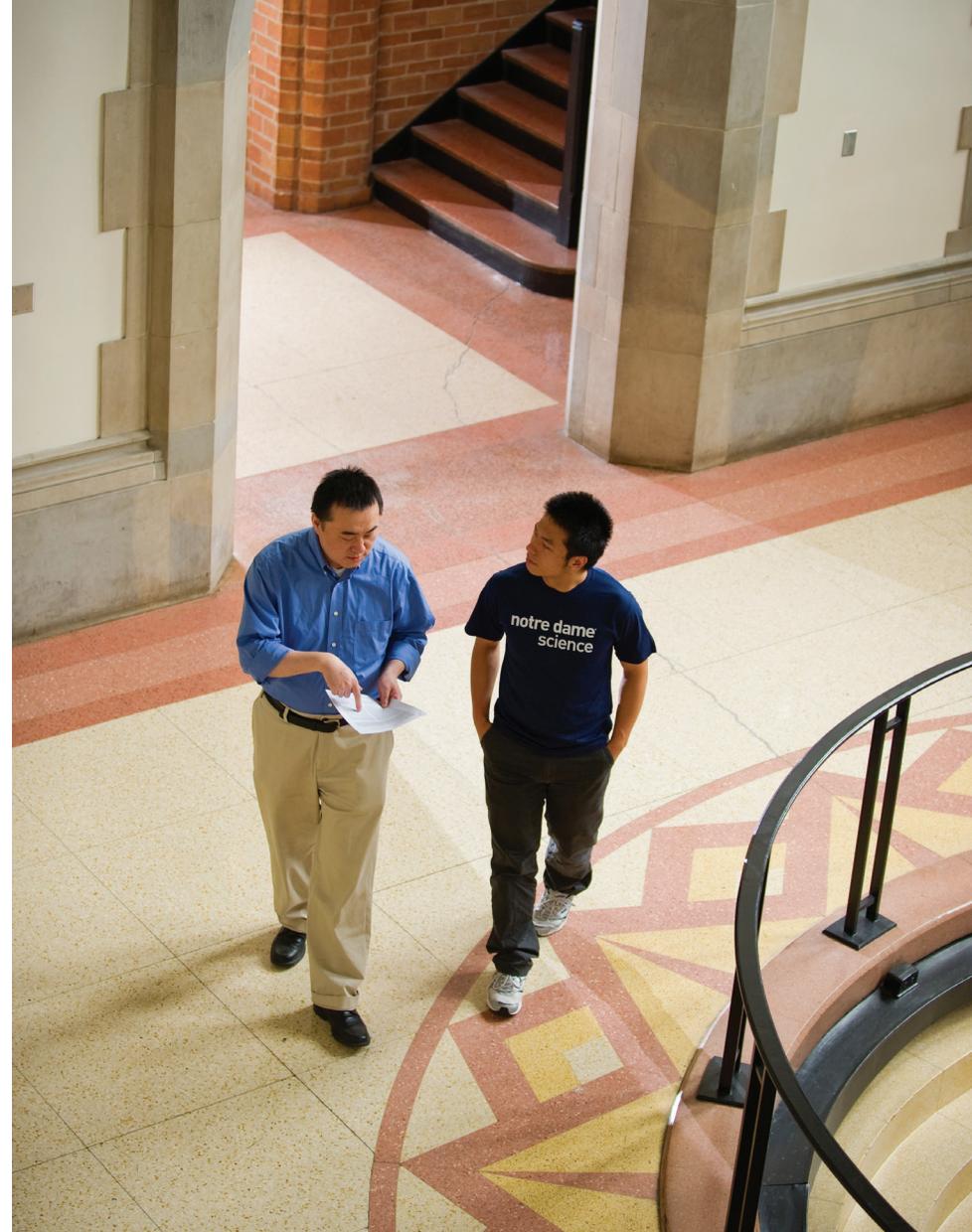
RESPONSIBLE ACTION BY AN INSTRUCTOR

Anyone with the responsibility to teach or assist in a course shall not tolerate academic dishonesty. You might become aware (for example, through your own observation or via the testimony of a student or of another instructor) of a situation in which dishonest behavior may have occurred in your class. If so, you must either (i) meet with the undergraduate, if you feel that such a discussion might aid in evaluating the situation, and follow a course of action as described below, or (ii) submit in writing to the relevant Honesty Committee chair a formal report describing the suspected offense and identifying the party or parties involved.

Should you choose to meet with the undergraduate, the discussion must result in one of three possible outcomes:

- If after the discussion you judge that the initial suspicion was unjustified, no additional action need be taken.
- If you and the student agree that a violation took place, you may be able to settle the matter by completing an Honor Code Violation Report as described in the next section.
- If you and the student cannot agree to submit an Honor Code Violation Report but you still suspect academic dishonesty, regardless of the intent or severity, you are obliged to submit a formal report to the relevant Honesty Committee chair describing the suspected offense and identifying the party or parties involved.

The relevant Honesty Committee to investigate and adjudicate a potential Honor Code violation is located in the college in which the course is taught. Each Honesty Committee is chaired by a faculty member, but the majority of its members are students. The names of the faculty and student members serving on an Honesty Committee can be found posted in the college office or on the college's website.



You must hold in strict confidence the names of any students suspected of or found responsible for academic dishonesty as well as the names of any students involved as witnesses or parties in such a case.

HONOR CODE VIOLATION REPORT (HCVR)

If a student admits to having violated the Code, and if you and that student can agree on an appropriate punishment, you should complete an Honor Code Violation Report (downloaded from honorcode.nd.edu or available from the office of any department or college) indicating the nature of the violation and the agreed-upon penalty. In determining an appropriate punishment, you are to be guided by the criteria used by Honesty Committees in assigning penalties; see "Assignment of Penalties" on p. 14. You may also want to consult the *Guidelines for Selecting Honor Code Sanctions* (honorcode.nd.edu). Both you and the student are required to sign the Honor Code Violation Report in triplicate. You should immediately send one copy to the Associate Provost who co-chairs the University Code of Honor Committee; you and the student each receive a copy, as well, and you should retain yours until you have submitted the grades at the end of the semester.

Upon receiving an Honor Code Violation Report, the Associate Provost, who may consult with a Faculty Representative on the University Code of Honor Committee from the relevant college, confirms that the penalty is consistent with those assessed in similar cases in the department. If there is clear and compelling evidence of fundamental unfairness or if the sanction is incompatible with the Honor Code, the Associate Provost will inform you and invite you to discuss with the student whether you would like to modify the Honor Code Violation Report. If you and the student agree to a change, you should initial and date any amendments to the original Report and send the revised version to the Associate Provost. If in the end the Associate Provost judges that an Honor Code Violation Report is fundamentally unfair or incompatible with the Honor Code, the Associate Provost will nullify the Report and require the case to be referred to the relevant Honesty Committee chair. The Associate Provost must notify you and the student within seven calendar days of the date of receipt of the Report if a decision has been made to nullify the Report but may extend this deadline by an additional seven days

by issuing a written notice to you and the student. If you have not been informed in writing of such nullification or extension within seven calendar days of the date of receipt, then you are to impose the penalty described in the Report.

A student has seven calendar days after signing the Honor Code Violation Report to revoke the agreement. After seven calendar days, the agreement becomes irrevocable. If a student chooses to revoke the agreement within the seven-day period, the student must notify the Associate Provost in writing. The Associate Provost will then notify you of the revocation and direct you to report the suspected offense to the chair of the relevant Honesty Committee.

If either the Honor Code Violation Report is nullified or the student revokes the agreement delineated in the Report, the Honesty Committee will not be informed of the agreement, and the admission by the student of the Honor Code violation cannot be used as evidence in the hearing of the Honesty Committee. If the relevant Honesty Committee chair should come to learn of this action, he or she is duty-bound not to inform other members of the committee.



HONESTY COMMITTEE PROCEDURES

Should a suspected Honor Code violation be referred to an Honesty Committee, the chair of the Honesty Committee will initiate a preliminary investigation to decide whether there is sufficient evidence to warrant an Honesty Committee hearing; he or she will also notify the accused student that a report has been filed. (Note that a report received by the relevant Honesty Committee chair after the student suspected of dishonesty has graduated may not be subjected to a preliminary inquiry except in the instances outlined at honorcode.nd.edu.) A hearing is warranted whenever there is reason to believe that academic dishonesty (whether major or minor) might have occurred. After reviewing the case, the chair of the Honesty Committee has two options:

(i) He or she may decide that there is not sufficient evidence of any academic dishonesty to warrant a hearing. If the chair reaches this decision, he or she shall so notify the student suspected of a violation, you, and the reporting student(s) (if any) and shall destroy all records related to the case.

(ii) The chair may decide that a hearing is warranted. If the report of a possible violation was submitted by anyone other than you, the chair informs you both of the report and of the evidence and asks you to consider contacting the student to see whether the case can be settled via an Honor Code Violation Report. If you decline to do so, or if it was you who submitted the report of a possible violation, the chair will then inform all involved in the case that a hearing will be held.

The detailed procedures of an Honesty Committee hearing are described in the *Undergraduate Student Academic Code of Honor Handbook* at honorcode.nd.edu. If you have questions concerning the Academic Code of Honor and the procedures of the hearing, you should contact the Faculty Honor Code Officer. The name and contact information for the Faculty Honor Code Officer can be found at honorcode.nd.edu.

- **A hearing is intended to give the student suspected of a violation an opportunity to be heard.** You will be asked to present testimony and/or physical evidence, and the student suspected of a violation may question you or other witnesses concerning the evidence, as may the committee members. This student may then present his or her own witnesses, including his or her own testimony, and any other evidence. The student may bring members of the University community to the hearing if he or she so desires for support and/or to serve as witnesses; however, the hearings are not open to the public. The student under suspicion (or any other individual involved) does not have the right to legal counsel at the hearing.
- After considering the physical evidence and/or testimony presented at a hearing, an Honesty Committee decides, by a majority vote, whether the evidence supports a finding that the student under suspicion violated the Honor Code. If the committee judges that the evidence does not support such a finding, the charges are dismissed. If the committee decides a student is guilty and assigns a penalty, the chair of the Honesty Committee notifies the student in writing of the committee's decision and of the penalty. A student wishing to appeal must do so no later than seven calendar days from the date that notification of the decision and penalty was sent by the committee chair to the student. The procedures for an appeal are described in detail within the *Handbook* (honorcode.nd.edu). If the student does not appeal, the Honesty Committee's chair then notifies you and the Associate Provost of the committee's decision and of the penalty. You must execute precisely the penalty assigned by the committee.
- Should the semester's grade need to be submitted before a necessary honesty hearing or its appeal has been completed, you must request that the dean of the college in which the course is taught issue the student an "X" grade for the course. After the hearing or appeal has been resolved, you will be directed to change the student's grade to one that is consistent with the penalty assigned through the hearing process.

ASSIGNMENT OF PENALTIES

You may not penalize a student for suspected dishonest behavior unless the student either has agreed to that penalty in a signed Honor Code Violation Report or has been assigned such a penalty as a result of an Honesty Committee hearing. Students have the right to a fair and complete inquiry into any alleged violation of the Honor Code, but if found responsible after a hearing and possible appeal, they must accept the assigned penalty. **No student may drop a course in order to avoid being punished for an Honor Code violation.**

If a student admits to having violated the Code of Honor, an Honor Code Violation Report can be completed if you and the student can agree upon a penalty that is fair. The following framework, which is also used by Honesty Committees, should guide you and the student as you select a sanction that is appropriate for a given offense.

- A minor offense is a less serious violation that normally carries the penalty of zero credit for the work with respect to which the violation occurred. Such an offense has some of the following characteristics: the dishonesty involved a more limited portion of the work submitted; it would not have considerably increased the student's grade in the course; and the student did not engage in extensive premeditation and planning prior to the act.
- A major offense is a more serious violation that normally carries the penalty of an "F" in the course. Such an offense is one that has some of the following characteristics: the dishonesty involved a substantial portion of the work submitted; it would have considerably increased the student's grade in the course; and there is evidence of fairly extensive premeditation and planning prior to the act.
- If you judge the offense to be flagrant—i.e., a violation of an unusually grave nature—you may recommend permanent dismissal of the student or dismissal with the

option for readmission to the University after one or more semesters. (Note that before a student can be dismissed for a violation, his or her case proceeds automatically on appeal to the relevant dean.) A flagrant offense would be one that has all the characteristics of a major violation listed above plus further features that make the offense graver. For example, the student may have convinced a substantial number of classmates to participate in serious acts of dishonesty and led them in this endeavor; or the student may have engaged in several serious acts of dishonesty in the course in question or serious acts of dishonesty in a number of courses.

When proposing a penalty, you may also consider as a mitigating factor the degree to which the student was honest and forthcoming regarding the violation or any other evidence of sincere contrition. Guidelines for the selection of appropriate sanctions for Honor Code violations can be found at honorcode.nd.edu. If uncertain that a penalty being considered is consistent with those rendered in similar cases, you may also find it helpful to consult with the Faculty Honor Code Officer or a Faculty Representative on the University Code of Honor Committee (honorcode.nd.edu).

Should the semester's grade need to be submitted before a signed Honor Code Violation Report has become irrevocable, you are permitted to factor the agreed-upon sanction into the assignment of the student's grade. If the student later revokes the Report within the seven-day revocation period, you may be required to issue a change of grade for the course depending on the outcome of the ensuing Honesty Committee hearing.



RECORDS OF VIOLATIONS AND REPEATED VIOLATIONS

All documents related to a violation are kept in the Office of the Associate Provost who co-chairs the University Code of Honor Committee. The Associate Provost will notify the student's college dean, appropriate academic advisor, and rector of a violation without revealing any details of the case. The Associate Provost may notify other University officials as the Associate Provost deems appropriate, again without revealing any details of the case. The office will retain records of the violation for seven years after the student's graduation and will reveal their contents to others only with the written approval of the student or in compliance with applicable law.

When the above office receives a report that an Honor Code violation has been established, that office checks the Honor Code files to determine if the student has a previous violation. If the student has a prior offense, the Associate Provost assigns a further penalty. **The standard penalty for a repeated offense is dismissal from the University.**

Dismissal is separation from the University for at least one semester. Unless otherwise specified, the student is eligible to apply for readmission to Notre Dame, but readmission is not automatic.

Permanent dismissal is separation from the University with no opportunity to apply for readmission. In any case involving permanent dismissal, the student has the right to a review of the case by the Office of the President of the University.

