

# Academic Integrity— “The Honor System”

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## Academic Honesty

Each student has the right and duty to pursue his or her academic experience free of dishonesty. The Honor System is designed to establish the higher level of conduct expected and required of all Utah State University students.

**The Honor Pledge.** To enhance the learning environment at Utah State University and to develop student academic integrity, each student agrees to the following Honor Pledge:

“I pledge, on my honor, to conduct myself with the foremost level of academic integrity.”

## Infractions

Acts of academic dishonesty include, but are not limited to:

1. **Cheating.** (1) Using or attempting to use or providing others with any unauthorized assistance in taking quizzes, tests, examinations, or in any other academic exercise or activity, including working in a group when the instructor has designated that the quiz, test, examination, or any other academic exercise or activity be done “individually”; (2) depending on the aid of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments; (3) substituting for another student, or permitting another student to substitute for oneself, in taking an examination or preparing academic work; (4) acquiring tests or other academic material belonging to a faculty member, staff member, or another student without express permission; (5) continuing to write after time has been called on a quiz, test, examination, or any other academic exercise or activity; (6) submitting substantially the same work for credit in more than one class, except with prior approval of the instructor; or (7) engaging in any form of research fraud.

2. **Falsification.** Altering or fabricating any information or citation in an academic exercise or activity.

3. **Plagiarism.** Representing, by paraphrase or direct quotation, the published or unpublished work of another person as one’s own in any academic exercise or activity without full and clear acknowledgment. It also includes using materials prepared by another person or by an agency engaged in the sale of term papers or other academic materials.

## Penalties

A. An instructor has full autonomy to evaluate a student’s academic performance in a course. If a student violates the Honor System, the instructor may sanction the student as part of the course evaluation. Such sanctions may include: (1) verbally warning the student; (2) giving the student a written reprimand; (3) requiring the student to rewrite a paper/assignment or to retake a test/examination; (4) adjusting the student’s grade—for either an assignment/test or the course; or (5) giving the student a failing grade for the course. A sanction by the instructor is not a disciplinary penalty. If the instructor believes that, in addition to any sanction, the student should be disciplined and a penalty imposed, the instructor shall refer the student for disciplinary proceedings.

B. The **penalties** which the University may impose on a student for an Honor System violation are:

1. **Probation.** Continued participation in an academic program predicated upon the student satisfying certain requirements as specified in a written notice of probation. Probation is for a designated period of time and includes the probability of more severe disciplinary penalties if the student does not comply with the specified requirements or is found to be violating the Honor System during the probationary period. The student must request termination of the probation in writing.

2. **Suspension.** Temporary dismissal from an academic program or from the University for a specified time, after which the student is eligible to continue the program or return to the University. Conditions for continuance or readmission may be specified.

3. **Expulsion.** Permanent dismissal either from an academic program or from the University.

4. Assigning a designation with a course grade indicating an **Honor System violation** involving academic dishonesty. Conditions for removal may be specified, but the designation remains on the student's transcript for a minimum of one year; provided however, that once the student's degree is posted to the transcript, the designation may not be removed thereafter.

5. **Denial or revocation** of degrees.

6. Performance of **community service**.

C. More than one of the penalties may be imposed for any single violation. Reference to "penalty" includes multiple penalties.

D. Imposition of the penalty of suspension or expulsion from the University must be approved by the president of the University. The president's approval shall be given either at the conclusion of the 10-day appeal period if no appeal is filed, *or* as part of the president's final decision if an appeal is filed.

E. When a student is suspended or expelled from the University, tuition and fees that have been paid for the semester during which the suspension or expulsion occurs are refundable in accordance with the standard refund policy as stated in the semester *Schedule of Classes*.

F. A hold on a student's admission, registration, or financial aid is not an independent penalty, but may be utilized by the University for various purposes, including either to (1) direct a student's attention to, and subsequent participation in, a pending disciplinary/grievance proceeding or (2) to obtain the student's compliance with a penalty which has been imposed or other action which has been taken under the *Student Code*.

## **Procedures**

A. Whenever a student is suspected of an Honor System violation, the accused student shall be notified by the instructor of the violation and its consequences within seven days of discovery of the violation by the instructor. The instructor may sanction the student. The incident shall be reported to the instructor's department head, the deans in the college where the course is taught and in the college of the student's declared major, and to the Vice President for Student Services. If the student is a graduate student, the incident shall also be reported to the Dean of the School of Graduate Studies.

If an instructor believes that a disciplinary penalty should also be imposed, the instructor shall refer the matter to the Vice President for Student Services, within thirty days of discovery by the instructor of the violation, by a written or electronic communication which identifies the student and the date of the academic dis-

honesty and includes a brief explanation of the nature of the Honor System violation and the actions taken by the instructor.

B. The Vice President for Student Services shall conduct a preliminary investigation, which shall include in-person conferences with the student who committed the violation. The student shall be informed of the request to impose a disciplinary penalty and receive reasonable notice of the time, date, and place of the conferences. The Vice President for Student Services will discuss with the student the implications of the violation for the student.

C. If the accused student fails or refuses to meet with the Vice President for Student Services, the matter shall be submitted to an Honor Board, in which event, the student shall be given written notice of the time, date, and place of the Honor Board hearing and the process shall be the same as outlined below in section I.

D. At the conclusion of the preliminary investigation, the Vice President for Student Services may determine that no further action is necessary. The Vice President for Student Services shall then consult with the instructor and the instructor's department head. If they concur with the determination, the case shall be closed. If they do not concur with the determination, the Vice President for Student Services shall continue to process the matter as outlined below in sections G through I.

E. If during the conference with the Vice President for Student Services, the student agrees with the Vice President that a disciplinary penalty should be imposed, they shall discuss an appropriate penalty. Matters involving Honor System violations shall be referred to an Honor Board. However, if the accused student accepts the disciplinary penalty proposed by the Vice President for Student Services, the Vice President may agree to resolve the matter without a hearing if the instructor and the instructor's department head approve the proposed resolution. If approved, the agreement shall be set forth in a written document signed by the student. The student shall thereby waive the right to a hearing, including any appeal. The Provost, the appropriate dean, the department head, and the instructor shall be notified in writing of the agreement.

If the student is an undergraduate student, or a graduate student and the incident arose in a situation which parallels undergraduate instruction (such as routine classroom situations including periodic evaluation through assignments, quizzes, and tests), the appropriate dean is the dean of the college in which the course is taught. If the student is a graduate student and the incident arose in a situation which relates to the student's supervisory committee, program of study, or thesis or dissertation, the appropriate dean is the Dean of the School of Graduate Studies.

F. If during the conference with the Vice President for Student Services, the student does not accept the imposition of a disciplinary penalty, the Vice President shall refer the matter for a hearing before an Honor Board and immediately notify the hearing board pool chair.

G. Once a hearing date is set, the Vice President for Student Services shall mail the student written notice of the time, date, and place of the hearing to the address supplied by the student to the Office of Student Records.

H. At any time during the hearing (or appeal) process, the parties may reach an agreement concerning the violation and an appropriate disciplinary penalty, thereby rendering further proceedings unnecessary; provided, however, that any agreement in an Honor System matter must be approved by the instructor and the instructor's department head. A written statement shall be prepared stating the agreed violation and disciplinary penalty; it shall be signed by the student and filed with the Vice President for Student Services. The Provost, the appropriate dean, the department head, and the instructor shall be notified in writing.

I. If an Honor Board is convened, the following procedures will apply:

1. The hearing shall be closed to the general public. Only the following individuals will be allowed into the hearing room: (1) Honor Board members; (2) a University attorney, who shall act as advisor to the Board when needed; (3) the instructor, the appropriate dean, and/or Provost; (4) the student; (5) the student's advisor; (6) any witnesses; (7) the Vice President for Student Services; and (8) where appropriate, the Director of Financial Aid when the student is receiving financial aid based in any degree on the student's athletic ability.

2. Witnesses will be present only at the time of their testimony and will not be permitted to hear the testimony of other witnesses. All persons present at the hearing shall treat the matters discussed therein as confidential.

3. Should the student not attend the hearing, the hearing may be conducted in his or her absence and such absence shall not invalidate the proceedings or decision of the Board if the student has been sent notice of the hearing to the address supplied by the student to the Office of Student Records.

4. The Vice President for Student Services shall make a statement, which shall include a summation of the preliminary investigation and a recommended disciplinary penalty, if any.

5. The instructor shall be invited to make a statement.

6. The student shall be invited to make a statement.

7. The Vice President for Student Services may present the case to impose a disciplinary penalty, or defer the presentation of the case to the instructor to present the case. An instructor shall assist the Vice President for Student Services, as needed, or is responsible for presenting the case if the Vice President elects not to take that primary role. The Vice President for Student Services and the instructor shall both have the opportunity to question witnesses and present other evidence, regardless of who is presenting the case, to impose a disciplinary penalty.

8. The student is responsible for presenting his or her own case and shall have the opportunity to question witnesses and present other evidence.

9. The Honor Board members may ask questions of anyone in attendance.

10. At the conclusion of the hearing, the Honor Board shall deliberate in private to decide whether a disciplinary penalty should be imposed against the student. A University attorney may be present during the Board's deliberation. To ensure that there is some consistency among penalties meted out over time, the Vice President for Student Services must be invited into the deliberation session for the sole purpose of explaining penalties assessed in other cases.

11. The decision of the Honor Board shall be reported in writing to the Vice President for Student Services within two days from the date of the hearing.

12. The Vice President for Student Services shall deliver or mail a copy of the decision to the student, and the student shall be advised of the right to appeal. As appropriate, the Vice President for Student Services shall also notify the instructor, the appropriate dean, the complainant, and any victim in writing of the Board's decision.

13. The Honor Board's decision is final unless a timely appeal is filed.

## **Recording and Disclosure**

1. A penalty of disciplinary probation, suspension, expulsion, a designation with a course grade indicating an Honor System violation, or denial or revocation of degree shall be entered upon the student's transcript after the completion of the above processes.

2. Upon the specific written release of the student, the Vice President for Student Services shall make available a copy of the final Honor Board or Judicial Board report which has resulted in a disciplinary action of probation, suspension, expulsion, a designation with a course grade indicating an Honor System violation, or denial or revocation of degree to a prospective/present employer, parent (if the student is over the legal age), and other persons or entities. If a report is not available because a hearing was not conducted, a summary statement regarding the disposition of the violation shall be provided. Such a report or summary statement will be disclosed, without the prior consent of the student, to another educational institution that has requested the record and at which the student seeks or intends to enroll; but the University will make a reasonable attempt to notify the student (or his or her parent if under the legal age) of the disclosure and, upon request, provide the student with a copy of the record that was disclosed. No other information shall be provided to a third party without the express written release of the student.

3. A student's record may be cleared of a disciplinary probation, suspension, or designation with a course grade indicating an Honor System violation (if the student's degree has not been posted to his or her transcript) by the Vice President for Student Services following the end of the designated penalty period, if there has been no further problem with the student. A written request for expunging the record is required and shall be initiated by the student with a letter to the Vice President for Student Services. A copy of the request shall be forwarded to the Office of Student Records. The Vice President may convene an Honor Board to review the request, if deemed appropriate or necessary. If the request is granted, the Vice President for Student Services shall notify the Office of Student Records.

4. A student's record may not be cleared of an expulsion or revocation of a degree. A designation with a course grade indicating an Honor System violation involving academic dishonesty may not be removed from the student's transcript after the student's degree has been posted to the transcript.

### **Temporary Disciplinary Action**

In the event the Vice President for Student Services has reasonable cause to believe that a student poses (1) a danger to the safety of other students, other persons, or University property or (2) an ongoing threat of disrupting the academic process, the Vice President for Student Services may temporarily suspend the student. Where appropriate, the student may be denied in writing access to the campus (including residence halls) and/or all other University activities or privileges for which the student might otherwise be eligible.

Upon the decision to impose temporary disciplinary action, the Vice President for Student Services or the University President shall notify the student by the most expeditious means available.

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<b>Sources:</b>	Educational Policies Committee (EPC)	December 1, 2001
	Code of Policies and Procedures for Students	April 12, 2002
	General Catalog	
	Schedule of Classes	