

## **TITLE XII**

### **STUDENT ACADEMIC HONESTY CODE**

#### **CHAPTER 1200 – Definition**

**1200.1** This title shall be known as the Student Academic Honesty Code. The Student Academic Honesty Code applies to all students taking classes at Auburn University. The following regulations are designed to support the interests of Auburn University and its students and faculty in maintaining the honesty and integrity essential to and inherent in an academic institution.

**1200.2** Students in the College of Veterinary Medicine and the School of Pharmacy that are enrolled in the Doctor of Veterinary Medicine or Doctor of Pharmacy programs, respectively, shall be subject to honesty codes published and distributed within each school. Students enrolled in those schools pursuing non-professional graduate degrees shall be subject to this title.

#### **CHAPTER 1201 – Violations**

**1201.1** Violations of the Student Academic Honesty Code include:

- 1201.1.1** The possession, receipt, or use of any material or assistance not authorized in the preparation of any essay, laboratory report, examination, or class assignment, to be submitted for credit as a part of a course or to be submitted in fulfillment of a university requirement. The possession, receipt, or use of unauthorized material while an exam or quiz is in progress, or cheating, is a violation of the Code;
- 1201.1.2** Knowingly giving assistance to another person in such preparation;
- 1201.1.3** Selling, giving, lending, or otherwise furnishing to any other person any material which can be shown to contain the questions or answers to any examination scheduled to be given at some subsequent date in any course of study, excluding questions and answers from tests previously administered and returned to a student by the instructor;
- 1201.1.4** The submission of themes, essays, term papers, design projects, theses, and dissertations, similar requirements, or parts thereof that are not the work of the student submitting them. In the case of a graduate thesis or dissertation, submission is defined as the time at which the first complete draft of such is submitted to the major professor for review. When direct quotations are used, they must be indicated, and when the ideas of another are incorporated into a paper, they must be appropriately acknowledged.

- 1201.1.5** Plagiarism is a violation. In simplest terms, plagiarism is stealing - using the words or ideas of another as if they were one's own. For example, if another person's complete sentence, syntax, keywords, or specific or unique ideas and information are used, one must give that person credit through proper documentation or recognition, as through the use of footnotes.
- 1201.1.6** Additional violations include altering or attempting to alter an assigned grade on any official Auburn University record. This violation may also be subject to review and action by the University Discipline Committee;
- 1201.1.7** An instructor may delineate in advance and *in writing* other actions he or she considers a violation of the Code. For example, the teacher may consider dishonest or unethical the submission of papers substantially the same in content for credit in more than one course, unless specific permission has been given in advance. Actions so delineated must be reasonable and in the spirit of the Student Academic Honesty Code;
- 1201.1.8** Altering or misusing a document (e.g., university forms, infirmary or doctor's excuse) for academic purposes. Associated violations may be referred by the Associate Provost for additional review and action by the University Discipline Committee;
- 1201.1.9** Knowingly submitting a paper, report, examination, or any class assignment which has been altered or corrected, in part or in whole, for reevaluation or re-grading without the consent of the instructor;
- 1201.1.10** Serving as or enlisting the assistance of another as a substitute in the taking of examinations.

## **CHAPTER 1202 – Sanctions**

**1202.1** The following sanctions may be imposed for violation of the Student Academic Honesty Code by the Provost upon recommendation of the Academic Honesty Committee:

- 1202.1.1** A grade of F in the course in which the violation occurs, with the notation "assigned for academic dishonesty" being placed on the transcript for a designated length of time, and the grade of F being reported to both the dean of the college or school in which the student is registered and the Office of the Provost;
- 1202.1.2** A zero grade on the examination, project, paper, etc. with written notification to the dean of the college or school in which the student is registered;

**1202.1.3** Suspension from Auburn University for a stated period of time during which the student will not be allowed to take any courses at Auburn University either in residence or by correspondence. Auburn University will not accept any credit for work earned at another institution during suspension. If the student has previously been subjected to sanctions for violations of the student academic honesty code, the minimum sanction will be suspension;

**1202.1.4** Expulsion from Auburn University.

## **CHAPTER 1203 - Rights and Responsibilities of the Student**

**1203.1** The student has the right to request a meeting at which any charges of academic dishonesty can be discussed and resolved with the instructor of the course in which the alleged violation occurs and a faculty member of the Academic Honesty Committee who shall serve as a Facilitator. The student will be notified of his or her right to request a meeting within fifteen (15) working days of the reporting of the alleged violation. The student will have five (5) working days after notification of the violation to indicate his or her intention to attend a Facilitated Meeting. In order for a Facilitated Meeting to occur, the instructor of the course in question must also request to engage in the Facilitated Meeting.

**1203.2** A student has the right to a Hearing for any charge of academic dishonesty. A student may request to forgo the Facilitated Meeting and attend a Hearing of the Academic Honesty Committee. A student may also attend a Hearing of the Committee if no agreement on a sanction can be reached during a Facilitated Meeting. If a student desires a Hearing, his/her written request must be delivered to the Office of the Provost within five (5) working days after receipt of the Provost's notification of the charge and the right to a Hearing. Otherwise, the right of the student to be heard will be voided.

**1203.3** The notation "assigned for academic dishonesty" will remain on the student's transcript for no less than two academic semesters in residence. Suspension for academic dishonesty shall be noted on the student's transcript for the period of suspension. After expiration of a sanction, it shall be the responsibility of the student to request removal of the sanction to the Office of the Provost after expiration of the sanction. Expulsion from Auburn University for academic dishonesty shall be permanently noted on the student's transcript. Students accused of academic misconduct, whether acknowledging involvement or not, should be allowed to continue in the course without prejudice pending action by the Committee.

## **CHAPTER 1204 - Academic Honesty Committee**

**1204** The Academic Honesty Committee shall have the following structure:

**1204.1** There shall be an Academic Honesty Committee appointed by the President of Auburn University. The Committee shall consist of five undergraduate students,

recommended by the President of the Student Government Association; three graduate students, appointed by the President of the Graduate Student Organization; and fifteen faculty members. One of the faculty members shall be appointed Chairperson by the President of Auburn University;

**1204.2** The students shall be appointed for one-year terms by the President of Auburn University. The undergraduate students shall be of at least junior classification and shall be recommended annually by the President of the Student Government Association with the concurrence of the Student Senate. The graduate students shall be recommended annually by the President of the Graduate Student Organization with the concurrence of the Student Senate;

**1204.3** Faculty members shall be appointed for three year staggered terms by the President of Auburn University following standard University Committee appointment procedures;

**1204.4** Should a member of the Committee be involved in a violation to be heard or reviewed by the committee, that member should be replaced by an alternate. If the Chairperson excuses him or herself, the Provost will appoint a temporary Chairperson;

**1204.5** A quorum for committee hearings will be five members, of whom three must be faculty and two must be students. The Chair may form part of the quorum, but may replace a faculty member only, not a student member;

**1204.6** Committee hearings may contain no more than four faculty members, including the appointed Chairperson, and three students.

**1204.7** Committee recommendations shall be made by a simple majority vote of the committee. Abstentions on a vote of guilty/not guilty will be counted as votes for acquittal. The Committee chairperson shall only vote to break a tie or when functioning as part of a quorum.

## **CHAPTER 1205 - Administrative Responsibilities**

**1205.1** The Auburn University Administration shall have the following responsibilities:

**1205.1.1** The Office of the Provost shall be responsible for the administration of the Student Academic Honesty Code, including the provision of information for faculty, staff and students, the preparation of materials for hearings, and the maintenance of confidential files regarding violations of the Student Academic Honesty Code;

**1205.1.2** The Provost will be responsible for making a decision based on recommendations from the Academic Honesty Committee;

**1205.1.3** Appeals are made directly to the President of Auburn University.

## **CHAPTER 1206 - Rights of the Accused Student**

**1206.1** A student accused of violation of the Student Academic Honesty Code has the following rights:

**1206.1.1** To be informed, in writing, of the charge of academic dishonesty made against him/her and of any sanctions recommended by the charging party;

**1206.1.2** To be informed, in writing, of the right to attend a Facilitated Meeting with the instructor of the course in question and a faculty member of the Academic Honesty Committee if the instructor agrees to attend such a meeting;

**1206.1.3** To be informed, in writing, of the right of Hearing, the procedures involved, and the names of any known witnesses;

**1206.1.4** The right to receive written notice of the time and place of a hearing regarding the charges at least 48 hours in advance of the hearing, if a hearing is requested by the student;

**1206.1.5** To present witnesses and evidence and to be present throughout the presentation of witnesses and evidence at the hearing, if a hearing is requested by the student and to examine the evidence to be submitted by the charging party during the three (3) working days prior to the hearing or review;

**1206.1.6** The right to have sanctions deferred until completion of the process described herein, including any appeal to the President of Auburn University;

**1206.1.7** The right to appeal the decision of the Academic Honesty Committee to the President of Auburn University.

## **CHAPTER 1207 - Rights and Responsibilities of the Faculty, Staff, and Students**

**1207.1** Faculty, staff, and students have the following rights and responsibilities:

**1207.1.1** Faculty have the right to establish standards of academic performance and expectations for students under their instruction and to assign grades accordingly;

**1207.1.2** Faculty, staff, and students have the responsibility to help enforce the Student Academic Honesty Code;

- 1207.1.3** The instructor in charge of the class in which the alleged violation occurred and the person charging a violation of the Student Academic Honesty Code has the right to be informed of Committee procedures and to be present throughout the presentation of witnesses and evidence at any Committee hearing requested by the accused student;
- 1207.1.4** The instructor of the class in which the alleged violation occurred and the person charging a violation have the right to appeal the decision of the Academic Honesty Committee to the President of Auburn University.

## **CHAPTER 1208 - Procedure**

**1208.1** The procedure for filing charges is listed as follows:

- 1208.1.1** A faculty member, staff member or student who charges a student with a violation of the Student Academic Honesty Code shall first make a reasonable attempt to meet with the student and then report the incident to the Office of the Provost using an electronic form located on the Provost's website. The Office of the Provost will then assign the case to one of the faculty on the Academic Honesty Committee who then becomes the Facilitator. The Office of the Provost shall forward a copy of this form to the assigned Facilitator, the dean of the college or school in which the student is registered, the instructor in charge of the course in which the alleged violation occurred, and the instructor's dean or department head. The written notice of the charge and any recommended sanctions shall be sent to the student within fifteen (15) working days after detection of the alleged violation. If an Academic Honesty Committee Hearing is ultimately held, such recommended sanctions shall not be construed as binding upon the Committee, and may be increased or decreased.
- 1208.1.2** A person other than the instructor in charge of the course in which the alleged violation occurred, and who is charging a student with a violation of the Student Academic Honesty Code, would normally consult with that instructor, but is not required to do so.

**1208.2** The procedure for processing charges is listed as follows:

- 1208.2.1** When the Office of the Provost receives notice of the alleged violation of the Student Academic Honesty Code, that Office shall give written notice to the Facilitator assigned to the case, the accused student, the charging party, and the instructor in charge of the course in which the alleged violation occurred, of the optional Facilitated Meeting, the student's right to a Hearing, the procedures involved, and the names of known witnesses. This Office shall also indicate its willingness to meet with any involved parties to discuss and clarify procedures;

- 1208.2.2** The Office of the Provost shall initially assign the case to one of the faculty on the Academic Honesty Committee who then becomes the Facilitator. If the accused student fails to request a Facilitated Meeting or a Hearing within the time allowed, the Committee will then be notified of the charges and response of the student in order to consider the case based on evidence available, and will submit its findings and recommendations to the Provost. If both the accused student and instructor of the course in question request a Facilitated Meeting, a date shall be set for a meeting, and the involved parties shall be notified by the Office of the Provost of the time, date, and place. The Office of the Provost will have a period of five (5) working days to begin scheduling an appointment with the student, Facilitator, and instructor;
- 1208.2.3** If the student and instructor forgo the Facilitated Meeting, or if the Facilitated Meeting does not result in a mutually agreeable solution, approved by the Provost, the matter will be forwarded to the Committee in order to consider the case based on available evidence, including a Hearing if requested by the student, and will submit its findings and recommendations to the Provost;
- 1208.2.4** If the accused student desires a Hearing, his/her written request for a Hearing must be delivered to the Office of the Provost within five (5) working days after receipt of notice of the right to a Hearing. This request should include any response the student wishes to make to the charges, as well as the names of known witnesses. The Office of the Provost shall send a copy of the request for a Hearing and the response of the student to both the charging party and the other persons who received an original copy of the original charge;
- 1208.2.5** If a Hearing is requested by the accused student, a date shall be set for a Hearing, and the parties shall be notified by the Committee of the time, date, and place. There shall be no less than ten (10) working days between the date of notification and the date of the Hearing, unless there is mutual agreement between the student and the Committee to schedule the Hearing at an earlier date.
- 1208.2.6** If the student, after requesting a Hearing and receiving written notification of the Hearing date, fails to attend the hearing without good cause as determined by the Committee, or if the student has made it impossible to deliver the notification of hearing despite diligent efforts, the Committee's recommendation shall be based on the evidence available;
- 1208.2.7** The Committee shall make every effort to hear the case with reasonable promptness. If the student is found guilty, sanctions shall be imposed even if the student drops or withdraws from the course. If the Committee deems that suspension is warranted, the suspension will begin the semester

immediately following the semester in which the sanction was determined, unless the Committee recommends otherwise and the Associate Provost concurs;

**1208.2.8** In the case of a student who has, or soon will have completed all graduation requirements, graduation will be delayed until any period of suspension has passed;

**1208.2.9** Expulsion shall become effective on the date of the student's notification of the final action.

**1208.3** Procedure for meeting with the Facilitator is listed as follows:

**1208.3.1** The student has the responsibility to request a meeting with the appropriate member of the Academic Honesty Committee as directed by the Office of the Provost upon receipt of notice of the alleged violation within five (5) working days of receipt;

**1208.3.2** Witnesses will not be present at the time of the meeting with the Facilitator. The meeting will be a discussion between the instructor of the course and the student about the incident and will be facilitated by the Committee member as a means of reaching a mutually satisfactory agreement that will conclude the matter, upon Provost approval, and preclude the involvement of the Committee;

**1208.3.3** The meeting is not a Hearing, rather the intention of the meeting is to discuss the charges and identify a resolution to the charges that is mutually agreeable to all parties attending the meeting. All parties are free to state their perspective and any supporting material evidence they have at the time of the meeting. The Facilitator's purpose is to assist in achieving a fair and focused discussion. The Facilitator will not serve as a determiner of fact or make decisions on the outcome;

**1208.3.4** Agreements may include appropriate sanctions determined by the parties or withdrawal of the charges by the accusing party;

**1208.3.5** The Academic Honesty Committee will review the recommended sanctions agreed upon during the Facilitated Meetings and forward the Committee's recommendation to the Office of the Provost. The Provost shall receive and consider the report of the Committee and shall determine the action to be taken. Approval of the agreement by the Provost will close the matter and no further actions on the charges will proceed;

**1208.3.6** If no agreement on a sanction can be reached during the meeting with the appointed Facilitator, the case will go before the Academic Honesty Committee for a final decision. The burden of proof rests with the



accusing party and shall be satisfied by any clear and convincing evidence on the record considered as a whole. If this occurs, all procedures for the committee will apply as stated in 1208.4. The Facilitator will inform the Office of the Provost that an acceptable resolution was not and all involved parties will receive a copy of the notification. The date, time and location will be set for a Hearing in a timely manner and parties shall be notified by the Committee.

**1208.4** The procedure for the hearings is listed as follows:

- 1208.4.1** Each party shall have the right to present witnesses and evidence at a hearing and to be present during the presentation of other witnesses and evidence;
- 1208.4.2** Each party shall arrange for the attendance of their own witnesses. The Office of the Provost shall assist in securing the attendance of witnesses, if a written request for assistance is made to that office a reasonable time in advance of the hearing date. When either party requests that additional witnesses be present, the Committee may, after determining good cause, defer the hearing until such time that the witnesses may appear and be questioned;
- 1208.4.3** The Committee may request the appearance of additional witnesses if the Committee believes that such witnesses could present relevant information. A witness who feels a need to be excused should, in advance of the hearing, confer with the Office of the Provost whose decision shall be communicated to the parties and the Committee;
- 1208.4.4** When a witness fails or refuses to appear, the Committee shall decide whether or not to proceed on the basis of other evidence available. If the decision is in favor of proceeding, the Committee shall disregard the challenged portions of any written statements that may have been made by the absent witness;
- 1208.4.5** The charged student is encouraged to give a statement and to cooperate with the Committee in processing his/her case. However, failure of the student to make a statement or to answer any or all questions shall not be considered in the determination of guilt or innocence;
- 1208.4.6** A student's prior record of academic dishonesty sanctions shall be inadmissible as evidence to prove innocence or guilt. However, the prior record must be considered by the Committee in determining the appropriate sanctions;
- 1208.4.7** The burden of proof rests with the charging party and shall be satisfied by any clear and convincing evidence in the record considered as a whole;

**1208.4.8** The hearing shall be recorded by tape recorder or other mechanical means, and a copy shall be made available to each party upon request. Committee deliberations shall not be mechanically recorded; the Committee shall conduct its deliberation in close and confidential session and shall submit findings and recommendations to the Provost.

**1208.5** The procedure for any action taken against the student is as follows:

**1208.5.1** The Provost shall receive and consider the report of the Committee, and shall determine the action to be taken when the decision of the Provost differs from the Committee's recommendation, the Committee chair shall be consulted before the charged student is officially notified;

**1208.5.2** If, after the Committee hearing, additional evidence not presented in the hearing which could affect the decision of the Provost comes to his/her attention, the Provost shall return the case to the Academic Honesty Committee for consideration of additional evidence;

**1208.5.3** The Provost shall notify the charged student in writing of findings and sanctions to be imposed. Copies shall be sent to the instructor in charge of the course in which the alleged violation occurred, the dean and department head of the instructor, and the person who initiated the action. The Registrar shall be notified in writing by the Office of the Provost when the notation "assigned for academic dishonesty" is to be placed on a transcript and/or when suspension or expulsion is assigned. Probation shall be monitored by the dean of the college or school in which the student is registered or to which he or she transfers, with the assistance of the Office of the Provost. No action shall be taken by any of the parties above for five (5) working days after notification of the decision by the Provost or the completion of any appeal to the President of Auburn University, whichever is later;

**1208.5.4** When the period of a sanction has expired, the student shall be responsible for requesting in writing for the removal of notation of sanction from his/her record;

**1208.5.5** A student returning after completion of a suspension shall follow the same procedure for registration as any other returning student;

**1208.5.6** If the course ends before final action has been taken, the instructor shall assign the student a grade of incomplete.

**1208.6** Upon notification of action, either party may appeal to the President of Auburn University. The appeal must be made in writing within five (5) working days after receipt of notification of the action of the Provost and must include a full statement of asserted

facts and argument concerning the appeal. The appealing party shall send a copy of the appeal to the Office of the Provost, which shall send a notice of the appeal to all parties who received notice of findings and sanctions. The party that is not appealing may submit a written response within five (5) working days of receipt of the appeal. Prior to any change in the sanctions, the President of Auburn University shall confer with the Provost and the Academic Honesty Committee. The President of Auburn University shall then respond in writing to the appealing party. Notice of the action shall be sent to the parties that received notice of the appeal. The President of Auburn University's decision shall constitute the final action of Auburn University.

**1208.7** Both written and taped records of proceedings of Academic Honesty cases shall be considered confidential and shall be filed in the Office of the Provost for a period of six (6) years following the hearing of the case. Access to these records shall be limited on an academic need-to-know basis as indicated by applicable law and Auburn University policy concerning student records as outlined in the *Auburn University Bulletin*.