



# **The College of Charleston Honor Code**

## **A Crash Course**

COLLEGE of  
CHARLESTON

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## MYCHARLE

Welcome Dr Kate R Pfile  
You are currently logged in.

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Home My Accounts Help & Training Library My Forms Alumni **Faculty** Advising Emplo

### Faculty Dashboard

Athletic Injury Evaluation II ATEP 346 2015 Fall

Therapeutic Exercise ATEP 430 2015 Fall

### Registration Tools

Concise Schedule (Look Up Classes)

### Faculty Quick Links

- Academic Affairs
- Academic Calendars
- Academic Catalogs
- Bookstore
- College of Charleston Brand Manual
- College of Charleston E-Letterhead  
*This document may only be used for faxes, electronic communications or internal memos. It may not be used in hard-copy correspondence as a substitute for professionally printed letterhead.*
- Classroom Access Codes
- Classroom Scheduling
- Classroom Support
- College Resource Coordinators
- Consortium for Liberal Education and Entrepreneurship
- Faculty Calendars
- Faculty Curriculum Committee
- Faculty Research and Development Grant Information
- Final Exam Schedules
- Honor System**
- MOBC Online
- Office of Research and Grants Administration
- Submit an Event to the College Calendar
- 2015 Maymester Summer Guidelines (PDF)
- 2013 Maymester Summer Guidelines (PDF)
- 2012 Maymester Summer Guidelines (PDF)
- Teaching Learning Technology
- Technology Support and Service Guide (PDF)
- Undergraduate Research and Creative Activities

## Class 3

- Unintentional
  - Due to a misunderstanding, ignorance, confusion/poor communication
- Examples provided by the honor code guide
  - record of same offense made on other similar assignments and no feedback provided by the instructor prior to allegation,
  - reusing and/or building upon coursework already submitted for another class without permission of the instructor,
  - unintentionally failing to cite information from the correct source,
  - unintentional violation of the class rules on collaboration, and
  - unintentional possession of a study aid.

## Managing a Class 3 Violation

- Meet with student(s)
- Complete the printable reporting form
  - Summary of the act
  - Relevant supporting documentation
- Determine faculty recommended sanction
  - Warning, grade reduction, resubmission, 0, academic exercise related to honesty/honor code, etc.
- Student admits to violation and agrees to sanction – signs form and sends to Dean of Students Office
- Student does not admit – chooses to have a hearing

## Class 2

- Deliberate failure to comply with instructions
  - Some conspiracy/intent to deceive
    - cheating on an exam which involves some premeditation,
    - copying from another's test or allowing another student to copy from your test, where some plans were made for such collaboration,
    - intentional plagiarizing, where a moderate portion of the submitted work was written or created by another,
    - unauthorized reuse of previously graded work,
    - intentionally failing to cite information from the correct source,
    - intentionally listing sources in a bibliography/work cited page that were not used in the paper,
    - copying, or allowing one to copy, homework assignments that are to be submitted for credit, when unauthorized,
    - unauthorized collaboration on an assignment, and
    - unauthorized and intentional use or possession of a study aid.



## Class 1

- Significant premeditation, conspiracy, intent to deceive
  - taking a test for someone else or permitting someone else to take a test or course in one's place,
  - intentional plagiarizing, where the entire work was written or created by another,
  - obtaining, stealing, or buying all or a significant part of an unadministered exam,
  - selling or giving away all or a significant part of an unadministered test,
  - bribing or attempting to bribe any other person to obtain an unadministered test or any information about the test,
  - buying, or otherwise acquiring, another's course paper and resubmitting it as one's own work, whether altered or not
  - entering a building, office, or computer for the purpose of changing a grade in a grade book, on a test , or on other work for which a grade is given,
  - changing, altering, or being an accessory to changing and/or altering a grade in a grade book, on a test, on a "Change of Grade" form, or other official academic college record which relates to grades, and
  - entering a building, office, or computer for the purpose of obtaining an unadministered test.

## Managing a Class 2 or 1 Violation

- Use the online or printable reporting form
  - Summary of event
  - Relevant supporting documentation
- Dean of Students will notify the instructor of the status of the case
- Penalties
  - XXF
  - Suspension, expulsion, other sanctions

# The XXF Penalty

- Transcript Notation
- Failure due to academic dishonesty
- Remains on transcript for minimum 2 years
- Student must petition (in person) to have the XX removed
- The F grade remains on the transcript



# Five Things to Consider

1. Develop a way to hold students accountable for knowing the honor code.
2. Outline (in writing) your expectations for assignments.
3. Communicate with the student about your concerns/academic dishonesty allegations.
4. Consult with the Office of the Dean of Students as needed.
5. Filing an honor code violation is not pleasant...but it is **honorable**.

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Questions?

