The College of Charleston
Honor Code

A Crash Course
Types of Violations

Class 3

• Unintentional

  – Due to a misunderstanding, ignorance, confusion/poor communication

• Examples provided by the honor code guide

  o record of same offense made on other similar assignments and no feedback provided by the instructor prior to allegation,
  o reusing and/or building upon coursework already submitted for another class without permission of the instructor,
  o unintentionally failing to cite information from the correct source,
  o unintentional violation of the class rules on collaboration, and
  o 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
Types of Violations

Class 2

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

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.
Questions?