

ACADEMIC HONOR CODE POLICY

I. ACADEMIC HONOR CODE STATEMENT

Student Academic Honor Code: The Darton College Student Code of Conduct and the Academic Honor Pledge establish standards of conduct designed to foster the development of well-educated, mature, ethical, and responsible citizens. As a student of Darton College, you are responsible for upholding these standards of conduct and living up to the principles of the Academic Honor Code.

a. Academic Honor Pledge

As a student of Darton College, I solemnly pledge to uphold the Academic Honor Code at all times. It is my responsibility to know and understand these rules of conduct. Lack of awareness is not a legitimate reason for failure to abide by the Code of Conduct. If I fail to uphold the principles of this Academic Honor Code, I will accept any penalty that may be imposed upon me following due process.

II. STUDENT RESPONSIBILITY

- a. All students are responsible for reading, understanding, and complying with the Academic Honor Code Policy.
- b. If a student sees, knows, or hears of an act of dishonesty, he or she is encouraged to report this suspected violation to the professor concerned, the course division dean, or the Vice President for Academic Affairs.
 - i. To remind students of their responsibility to uphold the Academic Honor Code, the following statement will be included in each course syllabus –“It is understood that all students are required to abide by the Darton College Academic Honor Code as stated in the Student Handbook.”

III. DEFINITIONS OF ACADEMIC DISHONESTY

- a. **Plagiarism:** Using the ideas, data, or language of another without proper or specific acknowledgement. Examples include, but are not limited to the following:
 - i. Failure to use quotation marks when appropriate.
 - ii. Failure to provide acknowledgement when using someone else’s ideas or data.
 - iii. Copying someone else’s paper, article, or computer work and submitting it for an assignment.
 - iv. Purchasing (or receiving in another manner) the work of another person and submitting it as your own work.
- b. **Fabrication and Falsification** (including forgery and misrepresentation): Giving false information or submitting contrived (devised or planned out) or altered information in any academic requirements. Examples include, but are not limited to the following:
 - i. Giving or encouraging false information in connection with any academic requirements.
 - ii. Making up data for any experiment, falsifying data, or citing any nonexistent articles.
 - iii. Forging a change of grade slip or tampering with computer records.
- c. **Cheating:** Using or attempting to use unauthorized assistance, materials, study aids, technology or communication during any academic requirement, test, or quiz. Examples include, but are not limited to the following:
 - i. Using unauthorized notes, crib sheets, electronic devices, implements, or other forms of study aids.
 - ii. Altering a graded exam and resubmitting it for a better grade.
 - iii. Copying answers, data, or other information (or allowing others to do so) during an examination, quiz, laboratory experiment, homework, or any other academic requirements, in which the student has not been expressly permitted to work with others.

- iv. Assuming another individual's identity or allowing another person to do so on one's behalf for the purpose of fulfilling any academic requirement or in any way enhancing the student's grade or academic standing.
- v. Submitting for academic advancement an item of academic work previously submitted for credit in another course. (Multiple Submissions)
- d. **Cooperative or Collaborative Effort in Coursework** without acknowledgement or explicit permission of the instructor (including digital media): Knowingly helping or attempting to help another violate any provision of the Honor Code. Examples include, but are not limited to:
 - i. Working together on a take-home exam.
 - ii. Working together on assignments without instructor permission.
- e. **Abuse of Academic Materials:** Intentionally or knowingly destroying, stealing, or making inaccessible any resource material. Examples include, but not limited to:
 - i. Stealing, destroying, or hiding any reference materials needed for common academic requirements.
 - ii. Destroying computer data files or programs needed for academic works.
 - iii. Damaging computer equipment (including removable media such as disks, CDs, flash drives, etc.) or laboratory equipment in order to alter or prevent the evaluation of academic work, unauthorized use of another's computer password, disrupting the content or accessibility of an internet site, or impersonating another to obtain computer resources.
 - iv. Purchasing and/ or using an instructor edition of any textbook in place of the student edition for any course.
- f. **Theft:** Stealing, taking or obtaining in any unauthorized manner information related to any academic work. Examples include, but are not limited to:
 - i. Stealing exams, grade books, books, papers, computer equipment and data, and laboratory materials.
- g. **Multiple Submission:** Submitting, without prior permission, any work submitted to fulfill another academic requirement.

IV. DISCIPLINARY PROCEDURES

When a student is found to have violated the College's Academic Honor Code, he or she will be subject to disciplinary procedures at the following levels. The instructor may elect to forgo Faculty Disposition and proceed directly to Faculty Referral.

a. Faculty Disposition

The instructor will advise the student of the charge and will present the evidence which supports the charge. Visual or audible observations by the instructor will be considered acceptable forms of evidence. The student may choose to admit guilt, waive his or her right to a hearing, and accept the instructor's penalties.

Authorized penalties for Academic Honor Code violations include

- i. A reprimand from the instructor;
- ii. A requirement to complete a comparable assignment in which the violation occurred;
- iii. A grade change, a grade reduction, or failing grade for the assignment or exam in which the violation occurred.

The instructor will file the case with the course division dean and the Office of the Vice President for Academic Affairs as a matter of Faculty Disposition. Both the instructor and the student will sign the Faculty Disposition Form.

b. Faculty Referral

If the student is required to go through the judicial procedures as stipulated in the College's Academic Honor Code Policy due to instructor referral, denial of guilt and/or dispute of the instructor's penalties, both the

instructor and the student will sign the Faculty Referral Form. The instructor will forward the Faculty Referral Form to the course division dean.

The dean may uphold, change, dismiss the instructor's decision, or refer the case to the Office of Vice President for Academic Affairs.

If a student disagrees with the dean's decision, he or she must file a written appeal with the Office of Vice President for Academic Affairs within fourteen (14) days from the date he or she is notified of the dean's decision. The Vice President for Academic Affairs will decide the case or refer it to the Academic Honor Code Committee.

A student will automatically be referred to the Academic Honor Code Committee at the third Honor Code violation.

V. JUDICIAL PROCEDURES

Academic Honor Code Committee

- a. The Academic Honor Code Committee of the College consists of ten members, of whom eight are members of the faculty appointed by the President of the College representing each academic division and two are currently enrolled full-time students appointed by the President of the College.
- b. The Vice President for Academic Affairs provides staff for recording services when necessary.
- c. The Academic Honor Code Committee hears cases involving alleged violations of the Academic Honor Code referred to it by the Vice President for Academic Affairs. Normally, these are cases in which there is a possibility of suspension or expulsion of the accused student.
- d. Preliminary investigations of charges against students are made by the Vice President for Academic Affairs. Cases are referred to the Academic Honor Code Committee through its chairperson. The chairperson sets the time and place for a hearing and notifies other members from that point. The Vice President for Academic Affairs does all summoning of defendant(s) and witnesses.
- e. Decisions of the Academic Honor Code Committee are made by majority vote. A quorum consists of a minimum of five members – composed of at least four faculty and at least one student.
- f. Members of the Academic Honor Code Committee may recuse themselves if their personal involvement in the case is detrimental to the interest of the accused or of the institution. The President may make replacements for members who recuse themselves.
- g. The Academic Honor Code Committee makes a digital recording and/or summary transcription of the proceedings. This digital record will be placed in the custody of the Vice President for Academic Affairs immediately following the hearing. A copy will be made for review and/or appeals purposes. The original will be secured until all chances for appeal and/or litigation have passed.
- h. The Academic Honor Code Committee hears cases involving academic grievances. (See Procedure for Grievance Hearings).

Hearing Notification

- a. In cases referred to the Academic Honor Code Committee, the Vice President for Academic Affairs will, at least 72 hours in advance of the hearing, notify the student in writing, by hand delivery if reasonably possible and otherwise by certified mail to the last local address of the student within the reasonable knowledge of the Vice President for Academic Affairs, concerning the following:
 - i. The date, time, and place of hearing.
 - ii. A statement of the specific charges and grounds which, if proven, would justify disciplinary action being taken.
 - iii. The names of witnesses scheduled to appear.
- b. If the student is a minor, the student is expected to notify parents or guardian of the charges and these persons may request a conference with the college officials prior to the hearing.
- c. The decision reached at the hearing will be communicated in writing to the student and, if the student is a minor or if the student so requests, to his/her parents or guardian. The notification will specify the action taken by the hearing body and the interest of the College that has been adversely affected by the conduct which necessitated the disciplinary action. Upon the request of the student or the student's parents, a summary of the evidence will be communicated.
- d. The student will be notified in writing of the right to appeal the decision of the hearing body.
A copy of the final decision will be mailed to the student and, if the student is a minor or if the student so requests, to his/her parents or guardian.

Rights of Student Defendant Before the Academic Honor Code Committee

At hearings of the Honor Code Committee, student defendants will be afforded all rights required by due process. As a minimum, they must be advised of the following:

- a. The right to an advisor of their choice.
- b. The right to question the complainant.
- c. The right to present evidence in their behalf.
- d. The right to remain silent and have no inference of guilt drawn from that silence with the exception of admitting or denying guilt. The defendant is presumed to be innocent until proven guilty.
- e. The right to cross-examination.
- f. The right to appeal if the Academic Honor Code Committee imposes suspension or expulsion. (See Disciplinary Appeals)
- g. A digital recording and/or summary transcription of the proceedings will be kept and made available at the student's request for the sole purpose of appeal from a decision of suspension or expulsion. The student may also have a verbatim transcript made at the student's own expense. The College will also have this option at its expense.
- h. The right to attend classes and required college functions until a hearing is held and a decision is rendered. Exceptions to this would be made when the student's presence would create a clear and present danger of material interference with the normal operation and processes of the requirements of appropriate discipline at the College. In such cases, the Vice President for Academic Affairs may impose temporary protective measures, including suspension, pending a hearing, which may be reasonably necessary. Such temporary protective measures may be applied where the student is accused of violation of a college regulation or of a local, state, or federal law or regulation. It is understood that such temporary protective measures, if applied, will be without avoidable prejudice to the student.

Procedure for Grievance Hearings

The Academic Honor Code Committee shall establish its own procedures in accordance with the following stipulations:

- a. Only committee members, parties to the action and their advisors (drawn from among the students, faculty, and staff of the College), and witnesses testifying before the Committee shall be permitted in the hearing.
- b. At the hearing the student with a grievance, defendant, and witnesses for each party may testify, and may be questioned by committee members.
- c. A digital recording or other record of the hearing shall be preserved for reference and review until the case has been finally resolved.
- d. The Committee shall:
 - i. Arrive at a decision after all evidence has been heard and the parties have been dismissed. Only committee members who have been present for the entire hearing may vote on the case.
 - ii. Constitute a judgment based on a majority vote of qualified members.
 - iii. Forward a receipt of the Committee's recommendation to the Vice President for Academic Affairs, who will render a final decision.
- e. An audio recording, transcript, or summary of the proceedings will be furnished if the appeal is taken to the President of the College.

Sanctions and Penalties that may be Implemented for Honor Code Violations

The following are possible penalties which may be imposed upon the student for an infraction of the Honor Code. This list shall not be taken to be exhaustive and may be enlarged or modified to meet particular circumstances in any given case.

- a. Expulsion - permanent severance of the student's relationship with the College.
- b. Disciplinary Suspension - temporary severance of the student's relationship with the College for a specific period of time, though not less than one semester.
- c. Disciplinary Probation - notice to the student that any further major disciplinary violation may result in suspension; disciplinary probation might also include one or more of the following: the setting of restriction, the issuing of a reprimand, restitution.
- d. Reprimand

- i. Oral reprimand - an oral disapproval issued to the student.
 - ii. Letter reprimand - a written statement of disapproval to the student.
- e. Dismissal – from a particular program of study.
- f. Restrictions - exclusion from enjoying or participating in:
 - i. Social activities
 - ii. Student ID card privileges.
- g. Restitution - reimbursement for damage to or misappropriation of property; this may take the form of appropriate service or other compensation.
- h. A requirement to complete a comparable assignment in which the irregularity occurred.
- i. A grade change for the course and/or assignment in which the irregularity occurred.

Disciplinary Appeals

When students are expelled or suspended by action of the Academic Honor Code Committee, they have the right to appeal in accordance with the following procedures:

- a. Appeal in writing to the President of the College within five (5) days after notification of the decision. The President, within five (5) days, will then review the documentation and render a decision or will appoint an ad hoc committee composed of three members of the faculty of the College. This committee reviews all facts and makes its findings and reports to the President. After consideration of the committee's report, the President makes a decision, which will be final so far as the institution is concerned. A final decision will be forwarded to the student within fifteen working days of filing the appeal.
- b. A student may appeal on grounds that the evidence was not sufficient to find a guilty verdict or other specified relevant grounds. In either case, the student states grounds for appeal in a written statement to the President.
- c. The President will be given a digital recording and/or a transcript of the proceedings in the original hearing by the Academic Honor Code Committee
- d. When the President of the College has rendered a decision in writing on an appeal, the student will be considered to have exhausted all remedies at the institution.

Perjury

- a. All members participating in disciplinary procedures are expected to be truthful in presenting testimony during any disciplinary inquiry and to cooperate fully in the investigation of infractions.
- b. Perjury or obstruction of any inquiry shall itself be grounds for disciplinary action.

Records

- a. The record of the proceeding shall consist of the written statement of the charge, the written response to the charge by the accused, the summary of the committee's actions, any documentary evidence and the digital records or other records of the hearing. The record shall be kept in the student's file and in the office of the Vice President for Academic Affairs for five (5) years or in perpetuity in the case of expulsion. The audio recording is not a part of the student's file and shall be kept in the office of the Vice President for Academic Affairs, to be destroyed after adjudication or decision in any appeal. In addition, suspension and expulsion are noted on the student's academic transcript.
- b. In pending cases that could result in suspension or expulsion, the Vice President for Academic Affairs may place a temporary encumbrance on a student's transcript.

Amendment

The Academic Honor Code Committee, in collaboration with the Vice President for Academic Affairs, and/or Vice President for Student Affairs may modify or change these procedures.



OFFICE OF THE VICE PRESIDENT FOR ACADEMIC AFFAIRS

DARTON COLLEGE

2400 Gillionville Road • Albany, GA 31707-3098 (229) 317-6710

FACULTY DISPOSITION/REFERRAL FORM

For Reporting an Academic Honor Code Violation

[1] This report is being submitted as a (check one)

- Faculty Disposition Faculty Referral

[2] Complete the following information:

Student Name: _____ Student ID#: _____

Department & Course Number: _____ Date: _____

Alleged Violation(s) (check all that apply): (For more information, see Section II of the Academic Honor Code Policy.)

- | | |
|---|--|
| <input type="checkbox"/> Cheating | <input type="checkbox"/> Fabrication & Falsification |
| <input type="checkbox"/> Plagiarism | <input type="checkbox"/> Multiple Submission |
| <input type="checkbox"/> Unauthorized Collaboration/Collusion | <input type="checkbox"/> Abuse of Academic Materials |
| <input type="checkbox"/> Theft | <input type="checkbox"/> Other: _____ |

[3] Please attach a summary of the incident to this form along with any evidence that supports the allegation(s). Relevant documents (originals, if available), such as witness statements, crib notes, test papers, or plagiarized materials, should also be included with your submission. Please also include a copy of the course syllabus.

[4] Academic sanction(s)

Faculty members are authorized by the Academic Honor Code Policy to assess one or more of the sanctions listed below for academic honor code violations. Please indicate the sanction(s) being assessed:

- Instructor's reprimand
- Complete a comparable assignment, paper, test, or project; **specify requirements & due date in your attachment for Section [3]**
- Zero or reduced credit on assignment, paper, project, or test; **specify grade:** _____

Additional non-academic sanctions may be imposed by the Office of the Vice President for Academic Affairs if circumstances warrant further action. For example, the office of the Vice President for Student Affairs can issue the sanction of "disciplinary probation" in addition to an academic sanction. Repeated academic honor code violations, substituting for a student during a test or arranging for someone to do so, obtaining an unauthorized copy of a test, falsifying academic records, or any other serious violation may warrant consideration of suspension or expulsion. After a sanction is recommended, a student has the right to appeal at the appropriate levels stipulated in the Academic Honor Code Policy of the College.

[5] Faculty member information

Name: _____ Date: _____ Office Location: _____

Signature: _____ Division: _____

Phone: _____ Email: _____

[6] For the student

You are advised to review the options that the College has afforded you for resolving this matter before signing this form. By signing this form, you acknowledge that you have read and understand the following:

- I understand that this form and other relevant materials will be kept in a confidential file in the Office of the Vice President for Academic Affairs.
- I understand that the Office of the Vice President for Academic Affairs may assess additional sanctions upon determining that the circumstances warrant further action.
- I understand that if I have previously been found in violation of the College's academic honor code, I may be suspended or expelled from Darton College.

For the student who chooses not to dispute the instructor's disposition:

- I understand the violation(s) with which I am charged.
- I waive my right to a hearing before a judicial body and accept the sanction(s) listed above.

For the student who chooses to dispute the instructor's allegation(s) and/or sanction(s):

- I understand that my case will be referred to the course division dean. If I disagree with the dean's decision, a written appeal must be filed in writing with the Vice President for Academic Affairs within (14) days from the date I am notified of the dean's decision.
- I understand that I will be immediately referred to the Honor Code Committee if I have had three (3) prior Honor Code violations.
- I understand that if I deny responsibility through repeated appeals in the presence of irrefutable evidence, I may be suspended or expelled from Darton College.

Student's Signature: _____ Date: _____

Mailing Address: _____

Phone: _____ Email: _____

[7] Decision of the Course Division Dean

- Uphold the instructor's decision
- Amend the instructor's decision; **specify amended decision:** _____

- Dismiss the instructor's decision
- Refer the matter to the Vice President for Academic Affairs

Name of Division: _____

Dean's Signature: _____ Date: _____

PLEASE SEND THIS FORM & ACCOMPANYING DOCUMENTATION TO:

Office of the Vice President for Academic Affairs
K-320 • 229-317-6710