

# Honor Code: University of Evansville Academic Honor System

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### Academic Honor Code

In its mission, the University clearly states the intention to be value-oriented in all endeavors. The Academic Honor Code was created by the University community, students, and faculty alike, to create an atmosphere conducive to this high ideal and to academic integrity.

The primary purpose of the Academic Honor Code is to enable students and faculty to conduct their academic duties in an atmosphere of freedom – an ideal which requires the commitment of both students and faculty. Student commitment to the Academic Honor Code is implied by his or her matriculation at the University of Evansville. Members of the faculty affirm a commitment to the Academic Honor Code by clearly defining what is or is not unauthorized aid. Student commitment to the Academic Honor Code is implied by his or her matriculation at the University of Evansville. The code, which follows, is appropriate for all academic work which is to be submitted for credit.

I understand that any work I submit for course credit will imply that I have adhered to this Academic Honor Code: I will neither give nor receive unauthorized aid, nor will I tolerate an environment that condones the use of unauthorized aid.

### The Honor System

Under the honor system, faculty often utilize honor-based testing devices, such as the take-home exam and examinations without a proctor. Each instructor is obligated to clearly define unauthorized aid as it relates to assignments within his or her specific course(s). Instructors should discuss the importance of academic integrity, review related items in the syllabus, and clarify the definitions of cheating and plagiarism. When in doubt, the student is obligated to obtain an understanding of the instructor's use of the term. Ignorance is not accepted as a valid excuse for a violation of the Academic Honor Code.

The non-tolerance clause ("nor will I tolerate an environment that condones the use of unauthorized aid") is integral to the Academic Honor Code as the honor system relies on the active participation of all students. Each student, therefore, is responsible for his or her own personal honor and the academic integrity of the University community. The academic honor system functions only when students value their personal honor and that of the community enough to guard it. This is not to say that students must constantly watch for violations. However, it is the student's responsibility to uphold the integrity of the Academic Honor Code. Any observations or knowledge of misconduct should be reported immediately.

### Faculty Responsibilities

The following is offered as a guideline to the faculty's responsibilities in promoting and implementing the Academic Honor Code.

1. Refer to the Academic Honor Code in each class syllabus.
2. Provide a clear, written definition of class expectations in the syllabus, including such items as writing style, citations, plagiarism, etc.
3. Devote some time in the first class meeting to explaining the importance of academic integrity, reviewing related items in the syllabus, and clarifying the definitions of cheating and plagiarism
4. On examinations, faculty may wish to include the honor code statement and require students to sign their reaffirmation.
5. On class papers and projects, faculty may wish to ask students to include a simple, signed statement reaffirming their adherence to the honor code.
6. For group projects, group papers or group presentations, clearly define the appropriate level of collaboration, the levels of group and individual work to be submitted, and the criteria for grading. This may be included in the syllabus or in handouts describing the parameters of a group assignment.
7. In the classroom, establish an academic environment that supports academic integrity based on fair evaluations and the assumption that all students enrolled are honest.
8. In all cases of possible dishonesty, the faculty member should confront the individual student. If the student does not believe he or she has violated the honor code, or if the student does not agree with the action proposed by the faculty member, the student has the right to due process by requesting an Honor Council investigation.
9. Disposition of a suspected Honor Code violation should take place within 10 business days of its detection either by (a) dismissing it, (b) settling it informally through a letter signed by the student and forwarded to the Office of the Dean of Students, or (c) requesting an Honor Council investigation of the alleged incident.

See "Violations of the Honor Code" for the process to follow. All letters documenting the informal resolution of Honor Code violations must be sent to the Office of the Dean of Students immediately after signing to ensure accurate institutional records of the number of Honor Code violations on file.

10. When there is an Honor Council hearing, be prepared to present evidence and testify as needed.
11. Be willing to serve in the pool of faculty to be called upon for Honor Council hearings.
12. Participate in educating new faculty (full-time and part-time) about the honor system. The honor system and the implementation of its procedures fall under the administrative jurisdiction of the faculty and the president. The Office of the Dean of Students keeps records of violations and hearings, and may be consulted by the Honor Council chair regarding procedures and past violations

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### The Pledge of Honor

The Pledge of Honor Form must be signed and returned to the University by every new student – both freshmen and transfers. This pledge signifies that each student is familiar with the Academic Honor Code at the University of Evansville and will comply with the terms of the code.

### Honor Council

The Honor Council is composed of students and faculty members, both with full voting power. Eight faculty members, one from each academic governance unit, are appointed by the Faculty Senate. Six students are appointed by the Student Government Association, and six students are then appointed by the president of the University. At least one student of the 12 must represent each of the eight teaching academic governance units. For a hearing, a panel of five students and two faculty members is randomly selected from the appointment pool to serve as the hearing panel. The chair of the Honor Council will be appointed by the Faculty Senate chair in consultation with the vice president for academic affairs. In addition to those members selected from the appointment pool, the Honor Council chair will serve as a non-voting facilitator for each hearing panel. The dean of students will serve as an ex-officio non-voting member of each hearing panel.

### Due Process

Alleged violators of the honor code, in accordance with due process, will have the following rights:

- The right to be faced by one's accuser
- The right to have charges against one given in writing 72 hours prior to the hearing
- The right to a hearing
- The right to have witnesses speak on one's behalf
- The right to appeal the decision of that hearing to a higher level

The chair of the Honor Council sees that the case is processed with correct procedures and with the stated elements of due process.

The University of Evansville's discipline system does not include the right to have representation, including but not limited to legal and/or parental representation, at the Honor Council hearing. The University of Evansville, as a private institution, is free to devise a disciplinary procedure relevant to its lawful mission.

### Violations of the Honor Code

The honor system is based on the assumption that students are the first to protect the environment of honor. In code violations, the council holds by the principle that students should not receive credit for dishonest work.

- **Initial Action.** Where appropriate, suspected honor code violations should be reported to the dean of students, who will keep records of honor code violations. The dean of students will determine if this is the student's first offense. If a student has committed one violation of the Honor Code and is suspected of a second violation, the second case will be heard by the Honor Council. If the student is found responsible for a second violation, the Honor Council will impose the appropriate penalty while giving primary consideration to the recommendation of the faculty member involved with the case. Second offenses will automatically be referred to the Honor council for action. A student found responsible for a third violation will be expelled from the University.



and of intellectual exploration on the campus. They can be a means of bringing student concerns to the attention of the faculty and administration and formulating student opinion on various issues on the campus and in the world at large.

Currently, the editorial freedom of student editors, managers, and reporters entails responsibilities to be governed by the canons of responsible journalism, such as the avoidance of libel, indecency, undocumented allegations, attacks on personal integrity, and the techniques of harassment and innuendo and the avoidance of bad taste. As safeguards for the editorial freedom of student publications, these provisions are made known:

- a. The student press shall be free of censorship and advance approval of copy, and its editors and managers shall be free to develop their own editorial policies and news coverage.
  - b. Editors, managers, and reporters of student publications shall be protected from arbitrary suspension and removal because of student, faculty, administrative, or public disapproval of editorial policy or content. Editors, managers, and reporters will be removed only for proper and stated causes and only after a full inquiry has been made of these causes. The Publications Board is responsible for appointing editors and managers of student publications and this board will have the authority to remove such persons from their positions.
  - c. All University published and financed student publications will state explicitly on the editorial page that the opinions expressed there are not necessarily those of the University or the student body.
  - d. The University reserves the right to withdraw from a student publication its free services in cases of continuous or repeated editorial disregard for the University community's standards, beliefs, values, sensibilities, etc.
2. Posters, Handbills, Flyers, Sidewalk Chalking, website Advertising, and Mass E-mail

Bulletin boards and tack strips are placed in the corridors of campus buildings for the convenience of University students and staff. The University desires to provide adequate bulletin board space in convenient locations so that members of the University community will be informed.

#### Posting Policies

Faculty, staff, and recognized student organizations may post flyers, handbills, and posters in approved locations according to the procedures described below. Student organizations should refer to the Student Organization Guidelines and Procedures for specific information. All postings must be associated with or sponsored by a faculty member, University department, or recognized student organization. Solicitation of individual items or community businesses is not permitted in academic buildings.

Groups or individuals wishing to post materials on the campus must receive specific approval of the materials from the Center for Student Engagement. The University, through the dean of students, reserves the right to limit or refuse any material which is considered inappropriate, offensive, inflammatory, or of no interest to the campus community. Approved material is subject to the following posting guidelines.

#### Posting Procedures

- a. The name of the sponsor must be clearly stated on all publicity materials.
- b. Posters are to be placed only on tack strips and bulletin boards. Posting on windows, doors, walls, trees, etc., are not permissible.
- c. Posters may be placed on departmental bulletin boards only with the permission of the individual department.
- d. Scotch tape and/or staples may not be used for posting in any building on walls or bulletin boards.
- e. Posters and flyers must be removed within two days following the event or a fine may be imposed.
- f. Chalking is permitted on sidewalks only. Organizations violating this policy may be sanctioned by the Center for Student Engagement.
- g. Organizations or individuals wishing to post materials in the residence halls must obtain permission from the Office of Residence Life.
- h. Posting or distributing flyers in a dining facility must be approved by the director of the facility.
- i. Posting is not permitted on woodwork, windows, or bulletin board frames.
- j. Municipal, state, or national campaign posters are permitted on the campus only if the name of the sponsoring campus organization is indicated on the poster.
- k. No signs or promotional material may be stretched across the corridors of buildings, between structures, or hung from buildings unless permission is received from the director of the physical plant.

l. All posters or flyers must bear the name(s) of the sponsoring organization(s) as well as the approval from the Center for Student Engagement.

- m. Courtesy and respect for the freedom of expression of others dictate that posters are not to be marked on, destroyed, or removed. Anyone defacing posters will be subject to University disciplinary action.
- n. Individuals or groups responsible for posting materials should be sure that information is current and remove out-of-date materials.
- o. Copies of approved postings may be designated for display in the Ridgway University Center. Such postings should be submitted to the Center for Student Engagement.

#### Distribution Procedures

- a. The University reserves the right to regulate locations on campus where flyers may be distributed. In general, distribution is not permitted (1) inside buildings (except from reserved tables) or (2) outside of buildings where traffic flow may be impeded.
- b. Individuals or groups distributing flyers are responsible for their content.
- c. Handbills are not permitted on campus or allowed to be distributed on vehicles.

#### Advertising on Websites

Student organizations may post activities on their own websites with a disclaimer stating that the programs are only offered to members of the University community (UE ID required). All publicity posted online should be acceptable in format and content. Organizations posting activities that have not been properly registered through the Offices of Student Life will be subject to discipline.

#### All-Campus E-mails

Organizations wishing to post all-campus e-mails must submit the message to the Center for Student Engagement for approval before it will be posted by the Office of Technology Services.

#### Off-Campus Groups

Permission is granted on a limited basis to off-campus individuals or groups publicizing programs of interest to the University community. Copies of the material to be posted must be brought to the Center for Student Engagement for review. Approved copies will be stamped before posting. Any unapproved material found posted will be removed. Posting within the residence halls is under the jurisdiction of the Office of Residence Life. Permission to post any materials must be obtained by the director of residence life. Solicitation is not permitted.

#### Loudspeakers and Audio-Visual Equipment

- a. The use of audio-visual equipment of the University is determined by the director of the Office of Technology Services.
- b. The use of public address systems and audio-visual equipment in campus buildings is determined by the person in charge of and responsible for that building.
- c. The use of loud speakers on campus is very limited because of class and residence hall activities. Permission to use loud speakers for publicity purposes must be obtained from the Center for Student Engagement.