

To: Steering Committee, UNCW Faculty Senate
From: Nathaniel Grove, Chair, Academic Standards Committee
Date: September 11, 2014
Re: Changes in UNCW Honor Code

Whereas, UNCW's current Student Academic Honor Code does not provide an explicit statute of limitations for honor code violations; and

Whereas, the current Student Academic Honor Code requires readers to consult multiple, additional documents;

Resolved, that the Student Academic Honor Code be amended as follows (modifications underlined in red):

SECTION I

STUDENT ACADEMIC HONOR CODE

POLICY 03.100

I-1 THE UNCW STUDENT ACADEMIC HONOR CODE

The University of North Carolina Wilmington is a community of high academic standards where academic integrity is valued. UNCW students are committed to honesty and truthfulness in academic inquiry and in the pursuit of knowledge. This commitment begins when new students matriculate at UNCW, continues as they create work of the highest quality while part of the university community, and endures as a core value throughout their lives.

I-2 THE UNCW HONOR PLEDGE

All students enrolled at UNCW are subject to the UNCW Student Academic Honor Code (hereafter referred to as the Honor Code), which is intended to help every member of the UNCW community appreciate the high value placed on academic integrity and the means that will be employed to ensure its preservation. Students are expected to perpetuate a campus culture where each student does his or her own work while relying on appropriate resources for assistance. In such a climate students enjoy a special trust that they are members of a unique community where one's thoughts and words are attributed correctly and with proper ownership, and where there is little need for systems to sanction those who cheat. As such, all UNCW students shall commit to the principles and spirit of the Honor Code by adhering to the following pledge:

“As a student at The University of North Carolina Wilmington, I am committed to honesty and truthfulness in academic inquiry and in the pursuit of knowledge. I pledge to uphold and promote the UNCW Student Academic Honor Code.”

I-3 GUIDELINES IN SUPPORT OF THE HONOR CODE

Disciplinary action will ensue when students fail to align themselves with the ideals and expectations outlined in the Honor Code. The following guidelines are designed to educate students about the types of academic dishonesty, the roles that the university community has in upholding the Honor Code, the procedures used to report and adjudicate alleged offenses, and the limitations on withdrawals and repeating courses in the event of academic dishonesty. Because the university takes a holistic approach to addressing student misconduct, both of an academic and non-academic nature, incidents involving students with prior findings of responsibility for academic dishonesty or serious non-academic misconduct (typically denoted by the status of “disciplinary probation”) will be referred to the Academic Honor Board.

A. ACADEMIC DISHONESTY OFFENSES

No form of academic dishonesty is tolerated in our community. Academic dishonesty is broadly defined as attaining academic goals by deception, and includes but is not limited to attempted or completed offenses as follows:

1. CHEATING

Cheating is deception implying that work in fulfillment of course or degree requirements represents a student’s own level of knowledge when it actually does not. Common examples of cheating include:

- a. Any conduct during a program, course, quiz or examination which involves the unauthorized use of written or oral information, or information obtained by any other means of communication. Students are expected to consult with their instructors for clarification on whether assignments may be conducted jointly with other students. In the absence of approval for joint work, the expectation is that students will conduct their own work and research both outside and within the classroom environment (not including authorized assistance and sanctioned university resources such as the University Learning Center). Students must receive approval by their instructor(s) in advance for submitting a paper previously written and submitted by them for another class.

- b. The unauthorized acquisition, buying, selling, trading or theft of any examination, quiz, term paper or project.
- c. The unauthorized use of any electronic or mechanical device during any program, course, quiz or examination, or in connection with laboratory reports or other materials related to academic performance.
- d. The unauthorized use of laboratory reports, term reports, theses, or written materials in whole or in part.
- e. The unauthorized assistance or collaboration on any test, assignment, or project.
- f. The unauthorized use by a student of another person's work, or the falsification of any other person's work, or writing another person's work for them to submit.
- g. Bribery, including but not limited to the offering, giving, receiving or soliciting of any consideration in order to obtain a grade or other treatment not otherwise earned by the student through his/her own academic performance.
- h. Any form of lying or furnishing false information to a professor, administrator or staff member acting in performance of their duties (including taking an exam for another student).

2. PLAGIARISM

Plagiarism is the copying of language, phrasing, structure, or specific ideas of another and presenting any of these as one's own work, including information found on the Internet. Common examples of plagiarism include but are not limited to:

- a. Reproducing someone else's work without quotation marks or proper attribution and submitting it as your own.
- b. Paraphrasing or summarizing another's work without attribution or acknowledgement of the source and submitting it as your own.
- c. Deliberate attribution to a source from which the referenced material was not in fact derived.
- d. Failing to cite a source for ideas or information.

B. RESPONSIBILITY OF THE UNIVERSITY COMMUNITY

1. GENERAL RESPONSIBILITY

It is the responsibility of every faculty member, student, administrator and staff member of the university community to uphold and maintain the highest academic standards and integrity of the university. Any member of the university community who has reasonable grounds to believe that an infraction of the Honor Code has occurred has an obligation to report the alleged violation to the faculty member teaching the class who, in turn, must report the allegation to the Office of the Dean of Students. This obligation is a core value of the Honor Code, and must be fulfilled by each and every member of the university.

2. STUDENT RESPONSIBILITY

UNCW students affirm their adherence to the Honor Code by signing an Honor Pledge after enrolling at the university; thereafter, each student must conform to the Honor Code at all times. The absence of signing the pledge does not excuse students from their obligation to read, practice and be held accountable to the rules and spirit of the Honor Code. Students are responsible for seeking clarification from faculty whether and to what degree they are permitted to collaborate on assignments; use laptops, cell phones, and other electronic media in class; and submit papers that they have submitted or intend to submit for another course. It is the student's responsibility to receive approval in advance for conducting joint academic work (work which involves anyone other than the student him/herself) or when attempting to submit work that was previously written/conducted by the student (commonly known as "recycling" one's work). Students who observe or suspect an Honor Code violation are to notify the instructor in whose course the alleged infraction occurred.

3. RESPONSIBILITY OF INDIVIDUAL INSTRUCTORS

Instructors should remind their students of the Honor Code during the first week of classes and include Section I of the Honor Code and the Honor Pledge in their syllabi. In addition to discussing the Honor Code with students, instructors should clarify whether and to what degree students are permitted to collaborate on assignments; use laptops, cell phones, and other electronic media in class; and submit papers that they have submitted or intend to submit for another course. While faculty are encouraged to discuss these issues with students, it is the student's responsibility to receive approval in advance for conducting joint academic work (work which involves anyone other than the student him/herself) or when attempting to submit work that was previously written/conducted by the student (commonly known as "recycling" one's work). While all students are bound by the Honor Code through either a signed pledge or by virtue of enrollment at UNCW, instructors have the option of including the Honor Pledge on examinations and requiring students to include a signed pledge with submitted work. Each instructor is obligated to report

allegations of academic dishonesty, upon discovery, to the Office of the Dean of Students.

4. RESPONSIBILITY OF ACADEMIC AFFAIRS

The Division of Academic Affairs is responsible for advising all new university faculty and academic administrative staff regarding the Honor Code. The provost or designee shall have the right to hear an expedited student case as requested by the Office of the Dean of Students, and to review appeals for students sanctioned as a result of Honor Code infractions (consistent with procedures outlined in the sections of the *UNCW Code of Student Life* labeled “Appeal of Administrative Action” or “Appeal of a Campus Conduct Board decision”).

5. RESPONSIBILITY OF THE OFFICE OF THE DEAN OF STUDENTS

The Office of the Dean of Students is responsible for overall education of the university community on the Honor Code; for advising all current university faculty, administrative staff, personnel and students of the Honor Code; and for collecting signed Honor Pledges. In consultation with the Faculty Senate, the Office of the Dean of Students will see that the Honor Code and any amendments or changes approved by the Faculty Senate and the UNCW administration are published and promulgated annually. The Office of the Dean of Students shall also receive and maintain comprehensive records of all matters relating to violations of the Honor Code; therefore, faculty must consult with the Office of the Dean of Students upon making or receiving a complaint of any Honor Code infraction.

C. REPORTING AND ADJUDICATION PROCEDURES

1. An alleged infraction of the Honor Code observed by anyone other than the course instructor shall be reported, preferably in writing, to the instructor of the course in which it occurred. Such a report shall be made within five (5) business days from the time of discovery, unless extenuating circumstances prevent reporting. Faculty who observe, discover, or are informed of infractions should report them immediately to the Office of the Dean of Students. Faculty may report infractions at any point during the term of the class or at any point preceding the end of the tenth calendar day after grades are due for the final class of enrollment for the student in question.
2. A suspected infraction of the Honor Code may be reported by:
 - a. the student committing the infraction; or
 - b. any member of the university community observing the alleged infraction; or

- c. any individual who has credible and reliable information that an infraction may have occurred.
3. Upon observing **or discovering** an alleged Honor Code infraction, or upon receiving a report of an infraction, the instructor shall consult with the Office of the Dean of Students to discuss appropriate procedures and protection of student rights, and to determine whether the case shall be heard by the faculty member, the Office of the Dean of Students or the Academic Honor Board. Any student with a prior finding of responsibility for an Honor Code offense or students with a history of serious non-academic misconduct (typically consistent with the status of “disciplinary probation”) will be referred to the Academic Honor Board for resolution.
4. If the student has no prior Honor Code offenses and no history of serious non-academic misconduct, the faculty member will meet with the student to inform the student of the allegation of academic dishonesty and explain to the student their options, as follows:
 - a. If the student admits the infraction, the faculty member must either propose a settlement by private resolution OR refer the case to the Office of the Dean of Students (without assigning a grade until after being informed of the final outcome of the case). The dean/designee will proceed as outlined in Section I-3-C-6.
 - b. If the faculty member decides on proposing a settlement by private resolution, proposed penalties should accord with the severity of the offense. Penalties can range from a failing grade on the work in question to a failing grade in the course.¹ The chairperson of the department in which the faculty member teaches may be consulted for assistance in reaching a settlement. If the penalty proposed by the instructor is acceptable to the student, the case can be resolved by providing notification to the department chair and to the dean of the college/school in which the faculty member teaches, and must be copied to the Office of the Dean of Students for inclusion in the student’s disciplinary record.
5. If the student does not admit the infraction, the faculty member must either:
 - A. Refer the case to the Office of the Dean of Students (without assigning a grade). The dean/designee will proceed as outlined in Section I-3-C-6; OR
 - B. Decide not to pursue the accusation(s) due to lack of evidence, whereupon he/she shall inform the reporting party of this decision within five (5) business days and also inform the Office of the Dean of Students.

6. All cases referred to the Office of the Dean of Students will result in an honor hearing. If the student has no prior Honor Code offenses, the student shall choose a hearing either before the dean of students (or designee) or before the Academic Honor Board. Based on the nature and scope of the alleged infraction, the dean of students (or designee) may elect not to hear a case and to forward it directly to the Academic Honor Board. If the student has one or more prior Honor Code infractions or a history of serious non-academic misconduct, the case shall be heard by the Academic Honor Board. During a pre-hearing interview, the Office of the Dean of Students will provide each student respondent the opportunity to accept responsibility for the alleged offense and to accept a penalty appropriate for the offense without proceeding to the Academic Honor Board. If the student accepts the sanction, authority to determine the course grade resides with the instructor; however, an assigned grade of "F" for the course is generally appropriate for an Honor Code offense. If the student disagrees with the sanction, the case shall be heard by the Academic Honor Board.
7. When hearing a case involving an undergraduate student, the Academic Honor Board shall be comprised of four (4) undergraduates and two (2) faculty members. One of the two faculty members must come from a different UNCW college or school than that in which the infraction occurred, as referred by the academic dean and appointed by the Office of the Dean of Students. A fully comprised board constitutes a quorum.
8. When hearing a case involving a graduate student, the UNCW Academic Honor Board shall be comprised of four (4) graduate students from the current Graduate Student Association or assigned by the Graduate School, one (1) faculty member from the Campus Conduct Board, and one (1) additional faculty member appointed by the Dean of the Graduate School. A fully comprised board constitutes a quorum.
9. The outcome of an Academic Honor Board hearing is either a "responsible" or "not responsible" decision. If the student is found "responsible" for the charge, penalties shall be imposed according to the severity of the offense and made in consideration of whether it is the student's first offense. The sanction of disciplinary probation is typical for a first Honor Code offense, although any sanction outlined in Section II-4 of the *UNCW Code of Student Life*, up to and including suspension, may be assigned. The appropriate sanction for any student proven to be a repeat offender is suspension from UNCW. Authority to determine the course grade resides with the instructor; however, an assigned grade of "F" for the course is generally appropriate for an Honor Code offense (see footnote one below regarding the impact of an "F" for graduate students). If the Academic Honor Board or Office of the Dean of Students find the student not responsible for the charge, the instructor will ensure fair

treatment of the student.

¹ The assigned grade of "F" to a graduate student will result in ineligibility to continue in the Graduate School.

~~10. A student found responsible for an Honor Code offense may appeal the decision in accordance with appeals procedures outlined in the UNCW Code of Student Life:~~

- ~~a. Section II-2-K for decisions made by the dean of students or designee (appeals will be reviewed by the Student Academic Honor Board); or,~~
- ~~b. Section II-3-D for decisions made by the Student Academic Honor Board. For Honor Code appeals, the provost or designee is designated for the purpose of reviewing appeals.~~
- ~~c. Consistent with Section 502-D(3) of the UNC Policy Manual, where the sanction is suspension or expulsion, an appeal may be made to the Board of Trustees for an individual conduct case, provided the appeal is based on 1) violation of due process; or 2) a material deviation from Substantive and Procedural Standards adopted by the Board of Governors. For suspension level cases, the appeal to the Board of Trustees is final; for expulsion level cases, a final appeal may be filed with the Board of Governors.~~
- ~~d. The provost or designee, at his/her sole discretion, shall have the right to order an expedited review of the student's case. In such circumstances, the provost or designee shall sit as a hearing officer in lieu of the Academic Honor Board or the dean of students. This expedited hearing procedure shall be used only in emergency circumstances as identified by the provost or designee at his/her sole discretion. The decision of the provost/designee in such expedited proceedings is final unless the outcome is suspension or expulsion. Consistent with Section 502-D(3) of the UNC Policy Manual, where the sanction is suspension or expulsion, an appeal may be made to the Board of Trustees for an individual conduct case, provided the appeal is based on 1) violation of due process; or 2) a material deviation from Substantive and Procedural Standards adopted by the Board of Governors. For suspension level cases, the appeal to the Board of Trustees is final; for expulsion level cases, a final appeal may be filed with the Board of Governors.~~

10. APPEAL PROCEDURES

The respondent may request an appeal within two (2) business days after notification of the original decision. Notification is defined as the date the decision is given to the respondent in person, or the date stamp of the email sent to the

respondent. Such petition shall be submitted to the Office of the Dean of Students and explain in detail the reason(s) for the student's appeal. Original sanctions are normally put into effect only after an appellate decision has been made or the timeline for appeal has expired.

The provost/designee shall serve as the designated appeal officer for all academic honor code cases.

The function of the provost/designee in hearing an appeal is that of reviewing the action of SAHB to determine if:

- a. an alleged violation of the rights guaranteed the respondent has occurred;
- b. the sanction is too severe for the violation; or
- c. new evidence has developed which has bearing on the outcome.

Upon receiving a petition, the provost/designee shall obtain the record of SAHB/administrative hearing officer. The record shall include relevant documents, the decision of hearing including a case summary and rationale for supporting the decision. With this information, the provost/designee shall decide whether an Appellate Review is warranted. This decision is based on one or more of the three options for an appeal outlined above. The respondent will be notified in writing of the decision within ten (10) business days after receipt of the petition. Reasonable extensions of time are permissible.

If the provost/designee determines that an Appellate Review shall be granted, that Review shall be held within ten (10) business days of such determination and notification shall be given in writing at least three (3) business days prior to the date set for the Review, specifying time and place of the Review and informing the respondent of his/her rights as outlined herein.

The provost/designee will review all written correspondence associated with the case, may request additional documents and information from the student hearing chair who presided over the student board that heard the case, and may invite the respondent, the chair, and such other persons as deemed appropriate to appear to make statements and respond to questions.

The provost/designee has the authority to approve, reject or modify the decision in question or to remand the case back to the same Student Academic Honor Board. For cases that do not result in suspension or expulsion, the decision of the provost/designee is final.

Consistent with Section 502 D(3) of the UNC Policy Manual, where the sanction is suspension or expulsion, an appeal may be made to the Board of Trustees for an individual student conduct case (not campus organizations), provided the appeal is

based on 1) violation of due process; or 2) a material deviation from Substantive and Procedural Standards adopted by the Board of Governors.

For suspension level cases, the appeal to the Board of Trustees is final; for expulsion level cases, a final appeal may be filed with the Board of Governors.

D. WITHDRAWALS AND REPEATS

1. Once a student is alleged to have violated the Academic Honor Code, the student will be prohibited from withdrawing from the course. Should a student withdraw from the class, the grade of “W” will be considered temporary pending the final resolution of the case, which may lead to the designation of a grade in place of the “W”.
2. A failing grade posted as a penalty for an admitted or adjudicated Honor Code offense shall not be replaced if the course is repeated. Both the penalty grade and the new grade shall appear on the student’s transcript and count in the student’s grade point average (see footnote one regarding the impact of an “F” for graduate students.)

This policy is published online at www.uncw.edu/policies.