



Policy Name

4.4530 Honor Code Policy and Procedures

Purpose and Scope

Students and professors both desire to have students operating on a high code of moral integrity when it comes to their academic work.

Having a visible Honor Code, and putting constant reminders in front of students, will both serve as a touchstone for conversations about the importance of academic integrity, and allow professors to understand that there is institutional support for demanding academic integrity when accepting student work. It will also send a clear and oft-repeated message to students about the importance of acting with integrity and upholding expectations of honesty.

An Honor Code is easily linked to each of Alvernia's core Franciscan Values, and creating a stronger ethos and expectation of ethical behavior on campus will enhance our functioning as a Franciscan community in which we are expected to seek right relations with others.

An Honor Code also ties into our Mission Statement of developing ethical leaders with moral courage: ethical leaders must demonstrate ethical behavior, and sometimes reporting misbehavior or owning up to one's own lack of preparation for an exam, procrastination on a paper, or unethical behavior can take moral courage.

In the Student Handbook, under Community Standards, academic honesty is the number one expectation, so an Honor Code would strengthen existing student behavioral guidelines. It also reinforces the existing Code of Citizenship stated in the Student Handbook.

Responsibilities





Breaches of honesty include but are not limited to:

- < copying another student's work,
- < submitting work that you did not do yourself,
- < plagiarizing any part of the published (online or in print) work of another,
- < submitting a paper from another course in lieu of doing a new assignment,
- < facilitating the dishonesty of another student,
- < cheating on an examination,
- < use of ChatGPT or other generative Artificial Intelligence (AI) without explicit permission from the instructor.

Those who witness breaches of the Honor Code have an ethical responsibility to report such misconduct to the



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- < Pledge posted in admissions office and in or outside of classrooms
 - < Part of an introductory ceremonies
 - < Convocation and part of FYEinitial meeting(s)
 - < Orientation for transfers and Spring semester admits
 - < Corresponding ceremony for students who attend classes on satellite campuses (non-main-campus) and for non-



Zero on assignment, with no possibility of retake. Discussion with student.
Depending on judgement of severity, F in course.

The 'Three Strikes' rule—once a student who is on the list for two violations violates the Code a third time, in addition to the course-specific sanctions deemed appropriate by the professor, the student's case will be assigned to the Academic Standards Committee, which will review the alleged incidences and determine an appropriate university penalty beyond the course grade.

3.





The Registrar will notify the Chair of the Academic Standards Committee when a student's name appears on the Honor Code Violations List.

The completed Alleged Violation of Alvernia University's Academic Honor Code form(s) (linked below) for all offenses will be submitted to the Chair of the Academic Standards Committee.

Or

A faculty member, department chair, dean or other academic officer will notify the Chair of Academic Standards that a student has committed a potentially egregious offense.

The completed Alleged Violation of Alvernia University's Academic Honor Code form for the referred offense will be submitted to the Chair of the Academic Standards Committee.

The Chair of the Academic Standards Committee will notify the committee and set a date for the review of the referred case. Cases can be considered as part of a regularly scheduled committee meeting or a separate meeting may be called to consider one or more cases.

The date for completion of the review of the case must be at least 3 weeks from the date the Chair receives the referral to allow proper time to gather evidence and allow the accused student to respond to the allegations.

The Chair of the Academic Standards Committee will notify the student that (s)he has been referred to the Academic Standards Committee (see Student Notification of Referral to Academic Standards form linked below) for a violation of the Honor Code. In the notification, the student will be provided with information about his or her right to respond to the allegations.

A copy of the notification will be sent to the Registrar's Office and the student's name will be placed on the Honor Code Violation List.

The Chair of the Academic Standards Committee will disseminate all relevant documents (completed Alleged Violation of Alvernia University's Academic Honor Code form(s) and any response from the student) to Academic Standards Committee members at least 3 days before the date of the review of the case.

The Academic Standards Committee will discuss the case and consequences. The committee will discuss and vote on sanctions to be recommended to the Office of the Provost. A simple majority of committee members will suffice.



The Chair of the Academic Standards Committee will forward the recommended sanctions to the Office of the Provost for approval.

Upon finalized sanctions received from the Office of the Provost, the Chair of the Academic Standards Committee will document the final decision in the Notification of Academic Standards Committee Decision form (linked below) and send the form to the student. Copies of this completed form will be sent to:

- < The Provost Office
- < The Registrar
- < The Student's academic advisor
- < Any other relevant party needed for implementation or enforcement of Academic Standards Committee decision (i.e. if student must attend Alvernia University workshop on plagiarism then the head of the Academic Support Center should be notified).

The Chair will create a file in an Academic Standards Committee confidential folder for each case and include all relevant documents.

Approved versions of this policy will be posted on the AU Portal.

Exceptions to Policy

Exceptions to this policy must be requested in writing by filling out the Policy and Procedure Exception form (linked below) and submitting to the individual named in the Responsibilities section who assists with reviewing exceptions to this policy.

Policy Review

The Academic Affairs policies should be reviewed on a 5-year cycle and updated when institutional needs or goals change.

References and Related Policies

This section contains any other policies, 3rd party standards, or guidelines referenced by this policy.

References



Exhibits

This section contains any forms or exhibits referenced by this policy. Exhibit Forms may require login to access.

- < [Policy and Procedure Exception Form](#)
- < [Submission of Alleged Honor Code Violations Form \(login required\)](#)
- < [Student Notification of Referral to Academic Standards Form \(login required\)](#)
- < [Notification of Academic Standards Committee Decision Form \(login required\)](#)

Document Review Log

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