



Contents

Policy Name	2
Purpose and Scope	2
Responsibilities	2
Policy.....	2
Policy Procedure.....	3
Exceptions to Policy.....	8
Policy Review	8
References and Related Policies.....	8
References	8
Related Policies.....	8
Exhibits	9
Document Review Log.....	9

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

Title or Role	Definition and What They are Responsible For
Academic Standards Committee of Faculty Council	Maintains and enforces this policy. Receives exceptions to the policy.
Faculty Council	Approves revisions of this policy and procedure
Senior Vice President of Academic Affairs and Provost	Serves as final approval for policy and procedure and assists with reviewing exceptions to the policy.

Policy

Alvernia University's mission includes developing ethical leaders with moral courage. To uphold that mission, members of the Alvernia community promise to act in ways that are honest and principled and bring honor to the university.

Alvernia's Honor Code: As members of the Alvernia community, we commit to uphold the highest academic standards, based on honesty, trust, fairness, respect, and responsibility. We promise to act with moral courage regarding our behavior and those we observe.

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 appropriate professor or supervisor.

Unauthorized use of Artificial Intelligence (AI), or failure to disclose when or how AI has been used when authorization is given, is a violation of the Honor Code. Students may only use AI generative writing, artistic, or translating tools (such as but not limited to ChatGPT or Bard) when and as specified by the instructor. If and when such AI use is permitted, students must follow all guidelines established by the professor regarding acknowledging or referencing such use. Under the Honor Code, students must give proper credit whenever such AI is used. Use of AI to answer questions on exams is prohibited unless the question specifies that you are to use it. If unauthorized use of AI is suspected, the professor may implement reasonable supplemental or replacement measures to evaluate student knowledge or understanding of the topic, and the professor can use the results of such measures to re-evaluate the grade and to support reporting the student for an Honor Code violation.

Whenever deemed appropriate by the professor, academic work will be accompanied by a student's handwritten (or, in the on-line learning environment, typed) pledge at the end:

"On my honor I pledge that I have upheld the highest standards of academic integrity and have not lied, cheated, or received any unauthorized assistance on this [exam/assignment], nor have I in any way facilitated the dishonesty of another student on this [exam/assignment]."

In lieu of having students write out the entire pledge, the pledge may be provided to students on the exam or assignment (for instance, as a cover sheet) with a space for their signature.

Violations of the Honor Code will not be tolerated, and such breaches of academic trust will be met with appropriate sanctions. Professors have the ability to sanction students accused of breaching the Honor Code and have the responsibility of adding the names of such students to a university list of Honor Code violations. Sanctions for violators will be determined by the professor alone except in egregious cases, when the university may also take action. In the case of first- or second-time offenders, egregious cases will be determined by the combined judgement of the referring faculty member and the Faculty Council Academic Standards Committee, but a student whose name is referred to the list three times is automatically considered to be an egregious case and will be referred to the Academic Standards committee for sanction.

Everything submitted to an instructor for a grade / credit / assessment is subject to the Honor Code Policy. It is the student's responsibility to clarify whether (s)he can receive help / collaborate and the kind of help / collaboration allowed.

Policy Procedure

A. Steps to Infuse an Honor Code on Campus

- Pledge posted in admissions office and in or outside of classrooms
- Part of an introductory ceremonies
- Convocation and part of FYE initial 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-traditional students
- Reinforced in FYE, orientation for transfer students, and in classes
- Honor Code text located at the top of the university's syllabus template
- Reminder about Honor Code on the Alvernia Learning Management System homepage and/or login
- In the class policy or grading section, each faculty member will state course-specific sanctions for violations.
- Professors of required introductory classes at either the Undergraduate or Graduate level are particularly charged with ensuring that all students are familiar with the code and the Pledge
- Honor code included in marketing materials/admissions literature/acceptance letters/webpage

B. Enforcement

Faculty Members are responsible for:

1. Carefully clarifying on each assignment or in the syllabus what types of things would be considered to violate the Honor Code
 - In addition to typical examples of cheating behavior, professors should be more explicit about what types of activities would violate the Honor Code in their class:
 - working together on an assignment?
 - Googling information on a take-home exam?
 - Allowing someone to read your paper before writing their own?
 - Downloading papers or completed assignments from the internet?
2. Determining appropriate sanctions in the class for first and subsequent violations of the Honor Code, and publishing those sanctions on the syllabus.

First offense:

Suggested Sanctions:

- Zero on assignment, discussion with student.
- Depending on judgment of egregiousness (intentional, careless, or honest mistake?), possibility of re-submitting/re-taking or taking different version, maybe with lower cap on possible grade.
- Depending on severity of offense, faculty member may decide to fail the student for the course (for instance if cheating on the final exam).

Name submitted to the Honor Code Violation List (described below and which is password protected and hidden from public view).

Subsequent offense in the same class:

Suggested Sanctions:

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

Name submitted again to the Honor Code Violation List, after the applicable appeals period passes without an appeal or after an unsuccessful appeal, this is a second offense and the student's name becomes visible to 'internal public' (to professors and department chairs).

Repeated offenses after second offense either in the same course or across courses:

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. Providing written documentation of Honor Code violations and the assessed penalty to the Honor Code Violation List maintained by the Registrar.

Faculty who believe a student has committed a violation of the Honor Code must document the violation on a Notification of Alleged Violation of Honor Code Form (linked below), discuss the violation with the student and obtain the student's signature on the Notification of Alleged Violation of Honor Code Form. The student's signature will indicate the student is aware of the allegations against them. Students will have the ability to indicate whether they admit to the violation or maintain their innocence; regardless of this, however, the faculty allegation is sufficient to place a student's name on the list.

An Honor Code Violation List made up of faculty submitted student names in accordance with this process will be maintained in the Registrar's Office as described below.

Student names will be added to the list by faculty after a conversation with the student in question has occurred.

Information on the list will be:

- Student name,
- faculty name,
- course number/name,
- semester of the violation,
- the nature of the violation,
- an indication of whether the student admitted to the violation or not.

This information will be entered into the Notification of Alleged Violation of Honor Code form by the faculty member following the faculty member's conversation with the student and must be done no later than one week following the end of the semester during which the violation occurred. When a student signs the form indicating that the professor has talked to them about the allegation, students will also indicate knowledge that the allegation will place their name on the Honor Code Violation List.

Faculty who submit a name to the Registrar's Office for inclusion on the Honor Code Violation List will be notified by the Registrar's Office if the name already appears on the list for a prior offense. The faculty so notified would then be able to move directly to 'subsequent offense' or 'repeat offense' status for the most recent violation.

4. Making determination of egregiousness/severity and assigning cases to Academic Standards where appropriate

Although in most cases of first or second offenses, placing a student on the list and assigning appropriate class-specific sanctions will be a commensurate penalty, truly egregious instances (stealing an exam and sharing with the class, for instance) may be sent directly to the Academic Standards committee for university sanction even if it is a first offense.

5. Levying appropriate penalties to the student's assignment and/or course grade (see suggestions in #2 above).

Student Appeals:

Appeals of the determination of an individual professor that an Honor Code violation has occurred would be handled according to the current process for Academic Grievances, as outlined in the Student Handbook. If a student appeals a course-specific grading sanction and the sanction is overturned, the student's name will be removed from the list as related to the successfully appealed Honor Code violation.

If the alleged incident happens at the end of a semester, the professor must make a good faith attempt to notify the student of the allegation; however non-response by the student does not invalidate the allegation, and students who fail to respond will still be added to the list and will be sent the Notification of Alleged Violation of Honor Code form without their signature, informing them of their placement on the Honor Code Violation List.

Academic Standards Committee is responsible for:

1. Considering any cases that come before the Committee to determine whether consequences beyond class-specific sanctions levied by the professor are appropriate, and if so, what the appropriate sanction will be.
2. .
3. Documenting and communicating decisions to all concerned parties.
4. Creating policies, procedures, or forms to support the utility, uniformity, and impact of the Honor Code, as necessary.
5. Reviews of alleged violations under 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 by the Registrar's Office which maintains the Honor Code Violations List, which will review the alleged incidences and determine an appropriate university penalty beyond the course grade.
6. Recommending penalties for Honor Code Violations to the Office of the Provost. Recommended penalties could include, but are not limited to, community service, making remaining at the university contingent on achieving a certain grade on an on-line tutorial/course on academic integrity and ethics, or suspension for one semester from the university. A violation after a suspension could lead to expulsion from the university.
7. Students who have been suspended for violations of the Honor Code are welcome back to the university; however, their names will remain on the list.

Academic Standards Procedures for Handling Referred Honor Code Violations

Step 1

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.

Step 2

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.

Step 3

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.

Step 4

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.

Step 5

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.

Step 6

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

Step 7

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).

Step 8

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

N/A

Related Policies

N/A

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

Date Reviewed	Description of Changes
AY 2023-2024	Academic Standards Draft
Spring 2024	Faculty Council Approval
July 2024	Provost Approval