

**TITLE XII
STUDENT ACADEMIC HONESTY CODE**

CHAPTER 1200 - Definition

1200.1 This act shall be known as the Student Academic Honesty Code. The Student Academic Honesty Code applies to all students taking classes at Auburn University. Students in either the College of Veterinary Medicine or the School of Pharmacy, while taking classes in these schools, shall be subject to honesty codes published and distributed within each school. The following regulations are designed to support the interests of Auburn University, its students and faculty, in maintaining the honesty and integrity essential to and inherent in an academic institution.

CHAPTER 1201 - Violations

1201.1 Violations of the Student Academic Honesty Code are:

1. the possession, receipt, or use of any material or assistance not authorized in the preparation of any essay, laboratory report, examination, or class assignment, to be submitted for credit as a part of a course or to be submitted in fulfillment of a university requirement. The possession, receipt, or use of unauthorized material while an exam or quiz is in progress, or cheating, will be a violation of the Code;
2. knowingly giving assistance to another person in such preparation;
3. selling, giving, lending, or otherwise furnishing to any other person any material which can be shown to contain the questions or answers to any examination scheduled to be given at some subsequent date in any course of study, excluding questions and answers from tests previously administered and returned to a student by the instructor;
4. the submission of themes, essays, term papers, design projects, theses and dissertations, similar requirements or parts thereof that are not the work of the student submitting them. In the case of a graduate thesis or dissertation, submission is defined as the time at which the first complete draft of such is submitted to the major professor for review. When direct quotations are used, they must be indicated, and when the ideas of another are incorporated into a paper, they must be appropriately acknowledged. Plagiarism is a violation. In starkest terms, plagiarism is stealing - using the words or ideas of another as if they were one's own. For example, if another person's complete sentence, syntax, key words, or the specific or unique ideas and information are used, one must give that person credit through proper documentation or recognition, as through the use of footnotes;
5. altering or attempting to alter an assigned grade on any official Auburn University record. This violation may also be subject to review and action by the University Discipline Committee;
6. an instructor may delineate in advance and *in writing* other actions he or she considers a violation of the Code. For example, the teacher may consider dishonest or unethical the submission of papers substantially the same in content for credit in more than one course, unless specific permission has been given in advance. Actions so delineated must be reasonable and in the spirit of the Student Academic Honesty Code.
7. altering or misusing a document (e.g., university forms, infirmary or doctor's excuse) for academic purposes. Associated violations may be referred by the Associate Provost for additional review and action by the University Discipline Committee.
8. knowingly submitting a paper, report, examination, or any class assignment which has been altered or corrected, in part or in whole, for reevaluation or re-grading without the consent of the instructor.
9. serving as or enlisting the assistance of another as a substitute in the taking of examinations.

CHAPTER 1202 - Sanctions

1202.1 The following sanctions may be imposed for violation of the Student Academic Honesty Code by the Provost upon recommendation of the Academic Honesty Committee:

1. a grade of F in the course in which the violation occurs, with the notation "assigned for academic dishonesty" being placed on the transcript for a designated length of time, and the grade of F being reported to both the dean of the college or school in which the student is registered and the Office of the Provost;
2. a zero grade on the examination, project, paper, etc. with written notification to the dean of the college or school in which the student is registered;
3. suspension from Auburn University for a stated period of time during which the student will not be allowed to take any courses at Auburn University either in residence or by correspondence. Auburn University will not accept any credit for work earned at another institution during suspension. If the student has previously been subjected to sanctions for violations of the student academic honesty code, the minimum sanction will be suspension.
4. expulsion from Auburn University.

CHAPTER 1203 - Rights and Responsibilities of the Student

1203.1 A student has the right to a hearing for any charge of academic dishonesty. If a student desires a hearing, his/her written request must be delivered to the Provost's Office within five class days after receipt of the Provost's notification of the charge and the right to a hearing. Otherwise, the right of the student to be heard will be waived.

1203.2 The notation "assigned for academic dishonesty" will remain on the student's transcript for not less than two academic semesters in residence. Suspension for academic dishonesty shall be noted on the student's transcript for the period of suspension. After expiration of a sanction. It shall be the responsibility of the student to request removal of the sanction to the Office of the Provost after expiration of the sanction. Expulsion from Auburn University for academic dishonesty shall

be permanently noted on the student's transcript. Students accused of academic misconduct, whether acknowledging involvement or not, should be allowed to continue in the course without prejudice pending action by the committee.

CHAPTER 1204 - Academic Honesty Committee

1204.1 The Academic Honesty Committee shall have the following structure:

1. there shall be an Academic Honesty Committee appointed by the President of Auburn University. The Committee shall consist of two undergraduate students, recommended by the President of the Student Government and one graduate student appointed by the Graduate Student Organization and four faculty members. One of the faculty members shall be appointed Chairperson by the President of Auburn University;
2. the students shall be appointed for one-year terms by the President of Auburn University. The students shall be of at least junior classification and shall be recommended annually by the President of the Student Government Association with the concurrence of the Student Senate. Four undergraduates and one graduate alternate member shall be appointed through the same appointment procedure;
3. faculty members shall be appointed for three-year staggered terms by the President of Auburn University following standard University Committee appointment procedures. Three alternate faculty members shall be appointed through the same appointment procedure;
4. should a member of the Committee be involved in a violation to be heard or reviewed by the committee, that member should be *replaced by an alternate*. If the Chairperson excuses him or herself, the Provost will appoint a temporary chairperson;
5. a quorum for committee hearings will be five members, of whom three must be faculty and two students. *The Chair may form part of the quorum, but may replace a faculty member only, not a student member;*
6. Committee recommendations shall be made by a simple majority vote of the committee. *Abstentions on a vote of guilty/not guilty will be counted as votes for acquittal.* The Committee chairperson shall only vote to make or break a tie or when functioning as part of a quorum.

CHAPTER 1205 - Administrative Responsibilities

1205.1 The Administration shall have the following responsibilities:

1. the Office of the Provost shall be responsible for the administration of the Student Academic Honesty Code, including the provision of information for faculty, staff and students, the preparation of materials for hearings, and the maintenance of confidential files regarding violations of the Student Academic Honesty Code;
2. the Provost will be responsible for making a decision based on recommendations from the Academic Honesty Committee;
3. appeals are made directly to the President of Auburn University.

CHAPTER 1206 - Rights of the Accused Student

1206.1 A student accused of violation of the Student Academic Honesty Code has the following rights:

1. to be informed, in writing, of the charge of academic dishonesty made against him/her and of any sanctions recommended by the charging party;
2. to be informed, in writing, of the right of hearing, the procedures involved, and the names of any known witnesses;
3. the right to receive written notice of the time and place of a hearing regarding the charges at least 48 hours in advance of the hearing, if a hearing is requested by the student;
4. to present witnesses and evidence and to be present throughout the presentation of witnesses and evidence at the hearing, if a hearing is requested by the student and to examine the evidence to be submitted by the charging party during the three days prior to the hearing or review;
5. the right to have sanctions deferred until completion of the process described herein, including any appeal to the President of Auburn University;
6. the right to appeal the decision of the Academic Honesty Committee to the President of Auburn University.

CHAPTER 1207 - Rights and Responsibilities of the Faculty, Staff, and Students

1207.1 Faculty, staff, and students have the following rights and responsibilities:

1. faculty have the right to establish standards of academic performance and expectations for students under their instruction and to assign grades accordingly;
2. faculty, staff, and students have the responsibility to help enforce the Student Academic Honesty Code;
3. the instructor in charge of the class in which the alleged violation occurred and the person charging a violation of the Student Academic Honesty Code has the right to be informed of Committee procedures and to be present throughout the presentation of witnesses and evidence at any Committee hearing requested by the accused student;
4. the instructor of the class in which the alleged violation occurred and the person charging a violation have the right to appeal the decision of the Academic Honesty Committee to the President of Auburn University.

CHAPTER 1208 - Procedure

1208.1 The procedure for filing charges is listed as follows:

1. a faculty member, staff member or student who charges a student with a violation of the Student Academic Honesty Code shall first make a reasonable attempt to meet with the student and then shall give the student a written notice of the charge and any recommended sanctions. Such recommended sanctions shall not be construed as binding upon the committee, and may be increased or decreased. A copy of the written notice shall be forwarded to the Office of the Provost, the dean of the college or school in which the student is registered, the instructor in charge of the course in which the alleged violation occurred, and the instructor's dean and department head. The written notice of the charge and any recommended sanctions shall be sent to the student within fifteen working days after detection of the alleged violation;
2. a person other than the instructor in charge of the course in which the alleged violation occurred, and who is charging a student with a violation of the Student Academic Honesty Code, would normally consult with that instructor, but is not required to do so.

1208.2 The procedure for processing charges is listed as follows:

1. when the Office of the Provost receives written notice of the alleged violation of the Student Academic Honesty Code, that Office shall give written notice to the charged student, the charging party, and the instructor in charge of the course in which the alleged violation occurred, of the student's right of hearing, the procedures involved, and the names of known witnesses. This Office shall also indicate its willingness to meet with any involved parties to discuss and clarify procedures;
2. if the charged student desires a hearing, his/her written request for a hearing must be delivered to the Office of the Provost within five working days after receipt of notice of right of hearing. This request should include any response the student wishes to make to the charges, as well as the names of known witnesses. The Office of the Provost shall send a copy of the request for a hearing and the response of the student to both the charging party and the other persons who received a copy of the charge;
3. the Office of the Provost shall refer all cases to the Committee. If the charged student fails to request a hearing within the time allowed, the Committee will consider the case based on the evidence available and will submit its findings and recommendations to the Provost. If a hearing is requested by the accused student, a date shall be set for a hearing, and the parties shall be notified by the Committee of the time, date, and place no less than ten working days between the date of notification and the date of the hearing, unless there is mutual agreement between the student and the Committee to schedule the hearing at an earlier date;
4. if the student, after requesting a hearing and receiving written notification of the hearing date, fails to attend the hearing without good cause as determined by the Committee, or if the student has made it impossible to deliver the notification of hearing despite diligent efforts, the Committee's recommendation shall be based on the evidence available;
5. the Committee shall make every effort to hear the case with reasonable promptness. If the student is found guilty, sanctions shall be imposed even if the student drops or withdraws from the course. If the Committee deems that suspension is warranted, the suspension will begin the semester immediately following the semester in which the sanction was determined, unless the Committee recommends otherwise and the Associate Provost concurs.
6. in the case of a student who has, or soon will have completed all graduation requirements, graduation will be delayed until any period of suspension has passed.
7. expulsion shall become effective on the date of the student's notification of the final action.

1208.3 The procedure for the hearings is listed as follows:

1. each party shall have the right to present witnesses and evidence at a hearing and to be present during the presentation of other witnesses and evidence;
2. each party shall arrange for the attendance of their own witnesses. The Office of the Provost shall assist in securing the attendance of witnesses, if a written request for assistance is made to that office a reasonable time in advance of the hearing date. When either party requests that additional witnesses be present, the Committee may, after determining good cause, defer the hearing until such time that the witnesses may appear and be questioned;
3. the Committee may request the appearance of additional witnesses if the Committee believes that such witnesses could present relevant information. A witness who feels a need to be excused should, in advance of the hearing, confer with the Office of the Provost whose decision shall be communicated to the parties and the Committee;
4. when a witness fails or refuses to appear, the Committee shall decide whether or not to proceed on the basis of other evidence available. If the decision is in favor of proceeding, the Committee shall disregard the challenged portions of any written statements that may have been made by the absent witness;
5. the charged student is encouraged to give a statement and to cooperate with the Committee in processing his/her case. However, failure of the student to make a statement or to answer any or all questions shall not be considered in the determination of guilt or innocence;
6. a student's prior record of academic dishonesty sanctions shall be inadmissible as evidence to prove innocence or guilt. However, the prior record must be considered by the Committee in determining the appropriate sanctions;
7. the burden of proof rests with the charging party and shall be satisfied by any clear and convincing evidence in the record considered as a whole;
8. the hearing shall be recorded by tape recorder or other mechanical means, and a copy shall be made available to each party upon request. Committee deliberations shall not be mechanically recorded; the Committee shall conduct its deliberation in close and confidential session and shall submit findings and recommendations to the Provost.

1208.4 The procedure for any action taken against the student is as follows:

1. the Provost shall receive and consider the report of the Committee, and shall determine the action to be taken when the decision of the Provost differs from the Committee's recommendation, the Committee chair shall be consulted before the charged student is officially notified;
2. if, after the Committee hearing, additional evidence not presented in the hearing which could affect the decision of the Provost comes to his/her attention, the Provost shall return the case to the Academic Honesty Committee for consideration of additional evidence;
3. the Provost shall notify the charged student in writing of findings and sanctions to be imposed. Copies shall be sent to the instructor in charge of the course in which the alleged violation occurred, the dean and department head of the instructor, and the person who initiated the action. The Registrar shall be notified in writing by the Office of the Provost when the notation "assigned for academic dishonesty" is to be placed on a transcript and/or when suspension or expulsion is assigned. Probation shall be monitored by the dean of the college or school in which the student is registered or to which he or she transfers, with the assistance of the Office of the Provost. No action shall be taken by any of the parties above for five class days after notification of the decision by the Provost or the completion of any appeal to the President of Auburn University, whichever is later;
4. when the period of a sanction has expired, the student shall be responsible for requesting in writing for the removal of notation of sanction from his/her record;
5. a student returning after completion of a suspension shall follow the same procedure for registration as any other returning student;
6. if the course ends before final action has been taken, the instructor shall assign the student a grade of incomplete.

1208.5 Upon notification of action, either party may appeal to the President of Auburn University. The appeal must be made in writing within five class days after receipt of notification of the action of the Provost and must include a full statement of asserted facts and argument concerning the appeal. The appealing party shall send a copy of the appeal to the Office of the Provost, which shall send a notice of the appeal to all parties who received notice of findings and sanctions. The party which is not appealing may submit a written response within five working days of receipt of the appeal. Prior to any change in the sanctions, the President of Auburn University shall confer with the Provost and the Academic Honesty Committee. He/She shall then respond in writing to the appealing party. Notice of the action shall be sent to the parties that received notice of the appeal. The President of Auburn University's decision shall constitute the final action of Auburn University.

1208.6 Records of proceedings of Academic Honesty cases shall be considered confidential and shall be filed in the Office of the Provost for a period of six years following the hearing of the case. Access to these records shall be limited as indicated by applicable law and Auburn University policy concerning student records as outlined in the *Auburn University Bulletin* and *Tiger Cub*.