



LAGRANGE
COLLEGE



THE HONOR CODE

2013-2014 STUDENT HANDBOOK

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C O L L E G E

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The Honor Code

As a member of the student body of LaGrange College, I confirm my commitment to the ideals of civility, diversity, service, and excellence. Recognizing the significance of personal integrity in establishing these ideals within our community, I pledge that I will not lie, cheat, steal, nor tolerate these unethical behaviors in others.

The Honor Code is the responsibility of every student, faculty member, and staff member at LaGrange College. The cooperation of all members of the College community is needed to promote an environment of academic integrity, scholarship, and discipline.

The Honor Code may be augmented for individual course needs, provided that any additions are listed in the course syllabus and do not detract from the letter or spirit of the Honor Code or jurisdiction of the Honor Council.

Student Responsibilities

- To be honest and truthful in all academic matters, abiding by the letter and spirit of the Honor Code
- To consult with the appropriate persons to clarify issues regarding plagiarism, the correct attribution of sources, the acceptable limits of proofreading, editing, or input of others, and the allowable materials for examinations, reports, or any academic work
- To sign a pledge that no unauthorized aid has been given or received on any academic work
- To report any incident which is believed to be a violation of the Honor Code to the president of the Honor Council
- To cooperate when called upon by the Council to testify in a hearing

Student Rights

- To be presumed innocent
- To be granted a fair, impartial, and timely hearing
- To face and question any witnesses at a hearing
- To testify and present material on one's own behalf
- To be granted a separate hearing upon request, when the incident involves more than one person
- To be granted the right to subsequent appeal
- To be accompanied by a silent observer in a hearing. The Council president must be made aware of this person's name and relationship to the student no less than twenty-four hours before the hearing. The observer's role is one of support, and this person will not be allowed to speak.

Examples of Offenses

- Academic cheating, including but not limited to the unauthorized use of books or notes, copying, or collaboration on examinations or any graded coursework
- Unauthorized use of electronic devices and/or programs for or during examinations or any graded coursework
- Plagiarism—the misuse of another person's words or ideas, presenting them as one's own, regardless of intent
- Lying or presenting false information related to any academic matter
- Forgery or misuse of official college documents
- Theft of college property related to academic work
- Aiding another in any of the above
- Failure to report a violation of the Honor Code
- Failure to appear before the Honor Council as requested
- Failure to maintain confidentiality regarding a case

- Any dishonest conduct related to Cultural Enrichment requirements, including but not limited to, taking credit for attendance when one has not attended an event, either in whole or in part; or aiding another in attempting to take credit for attending an event one has not attended

Procedure Regarding a Suspected Violation of the Honor Code

- Report the alleged violation to the president of the Honor Council. In consultation with one of the advisors to the Honor Council, the president of the Council will determine if sufficient evidence exists for a hearing. If the evidence is insufficient, the president so notifies the party reporting the alleged violation. If there is sufficient evidence for a hearing, the president sets a date for the hearing. The president will inform the person or persons accused of the violation that a hearing will take place, stating the specific accusation, the place, date, and time of the hearing, and requesting the names of any persons who should be called as witnesses. The president will interview these persons to determine whether they have knowledge relevant to the suspected violation. *Campus email and communication through the campus post office will be considered means of official correspondence to students from the Honor Council. Students are responsible for responding to these official means of communication. **If any communication attempts are not responded to within one week of initial contact from the Honor Council, the Council has the right to proceed with the case.***
- When a student accused of a violation does not appear for a preliminary interview when notified to do so, a hold will be placed on the student's transcript. A hold will also be placed on the transcript when it has been determined that the case will proceed to a hearing. This hold will be removed when the case has been resolved.
- The student may choose to self-report the violation in a letter to the Honor Council president. As a result, no hearing will be called, but the Honor Council will meet to determine the sanction. The student will be invited to meet with the Council and encouraged to address the Council before its deliberation to determine the sanction.

- The president presides at the hearing, after which the Honor Council votes to determine whether or not a violation has occurred. In the event of a tie, the president will cast the deciding vote. If the student is found not to have violated the Honor Code, the president and recorder destroy the recording of the proceedings and so inform the Provost and the student in writing. If the student is found to have violated the Code, further deliberation by the Council determines the sanction to be imposed, and the student is notified in writing. The sanction is carried out by the Provost.
- If a case cannot be heard before the end of the grading period, the instructor will submit the grade of NR until the Honor Council acts on the case.
- The Honor Council reserves the right to conduct a hearing *in absentia* when the accused student fails to appear as notified and directed.

Appellate Procedure

Every person found to have violated the Honor Code has the right of subsequent appeal. Such appeal must be filed in writing within seven (7) days of notification of the sanction and is made to the Provost. If the sanction determined by the Honor Council is an F in the course, the student will be dropped from the course seven (7) days after the student has been notified of the sanction unless an appeal is filed. The Appeals Board shall be the President of the SGA, the President of the Faculty Assembly, the Provost, the Honor Council appeals representative, and a student-at-large selected by the Honor Council President and the Provost. Such appeals are heard from the written hearing summary, the audio recording of the hearing, and the written statement of the student requesting the appeal. Materials submitted as part of the case and the recording of the hearing will not be made available to the accused student. The Appeals Board has the authority to change the sanction in a case but is limited to the sanctions provided for in the policies of the Honor Code.

Sanctions

One of the following sanctions is imposed when it is determined that there has been a violation of the Honor Code. All students will also complete a program of remediation outlined below.

- The final grade in the course lowered one letter grade
- A zero on the related assignment
- An F in the course
- Suspension from the College for one term, excluding summer, and an F in the course in a grade-related offense
- Dismissal from the College, and an F in the course in a grade-related offense
- In a case related to Cultural Enrichment credit, the addition of five credits required for graduation. This does not disqualify the possible sanction of suspension or expulsion.

Remediation

All students found to have violated the Honor Code must complete a Remediation Program before being allowed to enroll in classes for the following semester. In course-related violations, they would also receive a sanction from the Honor Council. In certain non-course-related cases, the remediation program itself may be the sanction set by the Honor Council.

1. A contract will be signed by the student which requires a **Remediation Program to be completed within a month of the date of the initiation of the contract.** If the sanction is imposed late in a semester, the president of the Honor Council will determine a reasonable time for its completion at the beginning of the next semester. If the student does not complete the program as agreed, he or she will not be able to register for the following semester, not including summer, effectively accepting a suspension for a semester. It will be the student's responsibility to make and keep all appointments named in the contract and to complete the program within the specified period.
2. The student must make and keep appointments to meet with the

following groups or members of the college community *in person*: the Provost, the Provost's Council or a member of the Provost's Council designated by the Provost; a member of the Honor Council designated by the president of the Honor Council; in a grade-related offense, the member or members of the faculty involved; and the President of the College. In each of these discussions the student should be prepared to explain his or her violation, discuss its impact both personally and on the college community, and hear what others' thoughts and concerns may be about the violation. A minimum of thirty minutes is suggested for each meeting. **The paper referred to below (item 3.) must be presented to the President of the College prior to his or her meeting with the student.**

3. The student must write a five- to ten-page typed paper reflecting on the experience of the violation and what he or she may have learned in the process of the meetings. These papers, rendered anonymous, will be made available for the Honor Council to use at its discretion in its efforts to educate the student body regarding academic integrity. When the paper has been submitted and read by the Honor Council, the final step in satisfying the Remediation Program will be a meeting with the Honor Council. This is an opportunity for members of the Council to ask questions of the student about the process and outcome.

4. Attire - Students meeting with the Provost and the President must be dressed in attire that would be appropriate for a job interview. If the student shows up wearing inappropriate clothing, he or she will have to reschedule their meeting.

5. Writing - Students meeting with the Provost and the President must be prepared to demonstrate that they understand what it is that they did wrong. This means, it is possible they may be asked to do some writing during the remediation meeting process. Please make sure they are aware of these things.

The Role Of Faculty In Answering Student & Parent Concerns

"When the faculty forwards the evidence to the LaGrange College Honor Council, he or she shall submit a grade of "No Credit" for the student. The professor should direct student or parental inquiries to the co-advisers of the Honor Council (currently, William Paschal and John A. Tures). The advisers will be able to tell those who inquire about the status of the case. These advisers will be working with the

student honor council, the administration, and registrar on the case. Students with a case pending are urged not to delay their participation in the case, as academic records will be put on hold until the case is resolved."

HONOR COUNCIL 2013– 2014

The Honor Council seeks to educate the College community on the principles of academic integrity and to enforce the Honor Code when violations occur. Any student who has been trained in prior years as a member of the Honor Council may be empanelled for hearings or sanction meetings when necessary. It may also be necessary for new members to be selected and trained during an academic year using standard, established procedure.

President: Robert Harste

Courtney Beshel, Kristin Bird, Madison Brasselle, Jalen Butler, Nicole Cato, Nate Crawford, Leah Foster, Loishirl Hall, Devin James, Tyler Johnson, Chase McCulley, Stephanie Rojas, David Teske, Emily **Claire Worthey, and Kaylan Whetstone.**

Contact: rwharste@lagrange.edu

Honor Council office: 706 880-8191

Advisors: William Paschal and John A. Tures

Honor Council Principles

1. To treat every member of the College community with impartiality and respect
2. To consider all facts and testimony before discussing or resolving any case
3. To preserve absolute confidentiality
4. To hold the College community to the highest standard of conduct, both to protect the community and to promote moral development
5. To support the mission of the College by conducting programs and enacting policies regarding the Honor Code that contribute to the ethical development of the College community

Common Questions

Will I violate the Code if I don't turn in students I know are cheating or have otherwise violated the Code?

Yes. The purpose of the Honor Code is to create a community of integrity. Lying, cheating, and stealing related to academic matters are violations of the Code, and students at LaGrange College should refuse to tolerate violations of the trust among students and between students and faculty established by the code.

What if I don't agree to sign the Code?

The Honor Code is a policy of the College, and refusal to sign it will not alter a student's requirement to abide by it.

In classes where tests are unproctored, isn't there just a higher incidence of cheating?

The process of educating the student body in the discipline of academic integrity is ongoing. Individual faculty members make the decision about when and how to offer students unproctored exams, and this is being done more frequently than before the Honor Code was implemented. Trust between faculty and students is one of the goals of any honor system, and as faculty trust in students increases, as the faculty becomes more confident that there are many students who will not tolerate dishonesty, unproctored exams will be administered more often.

Why do we need an Honor Code?

Studies related to ethics and moral development in American colleges and universities consistently show students' failure to understand the value of intellectual property, and professional organizations also report concerns about the ethics of graduates entering fields such as engineering, business, and medicine. In a study completed at LaGrange College in January 1999, of 154 student respondents, only 48.1 percent agreed with the statement "There is peer support for academic honesty (for not cheating and not helping others cheat). When the survey was administered again in 2004, four years after the implementation of the Code, that percentage had risen to 60.7 percent, a 12.6 percent increase.

Who decides cases of alleged violations of the Code?

The Honor Council is selected in the spring of each year for the following academic year. Students may self-nominate, and the faculty also nominates students who then apply to be considered in the selection process. The Honor Council elects its own president who becomes the non-voting member to whom all cases are reported. The members will be from the sophomore, junior, and senior classes and will have a minimum GPA of 2.85.

Is it a violation of the Code to have someone else proofread my assignments and papers?

Always ask your professor for clarification of what is acceptable for every assignment. In general, someone else's proofreading of your work would not be tolerated under the Code because it isn't your own work and may put you at an unfair advantage over other students. This is the professor's prerogative for each assignment, however, and is it your responsibility to ask about the limits of each assignment.

What about help from the Writing Center? Should I be worried about that?

No. Writing Center tutors understand the Code and the limitations it places on the type and scope of help they offer. They will not proof-read, edit, or revise your papers. Their job is to provide peer tutoring and guide you in doing your own best work.

What is the process of an Honor Council Hearing?

All hearings are closed, and all matters before the Honor Council are confidential. The president prepares all parties for the hearing, presides, and assures fairness. The person accused of a violation is present throughout the hearing and may ask questions just as members do of all witnesses who come before the Honor Council. The person accused of the violation will have the opportunity to be the last to speak, after all other parties have been dismissed from the hearing room. The Council will excuse everyone except its members and advisor in order to deliberate, and the decision will be delivered in writing to the accused and the Provost of the College. If the person is found not to have committed a violation, the record of the hearing is destroyed.

What happens if a student is found in a hearing to have violated the Honor Code?

One of the sanctions will be immediately imposed. A sanction cannot be deferred. Summer term does not qualify for a suspension period.

What happens if a student who is confronted about a violation chooses to admit his or her violation of the Honor Code?

By self-reporting to the Honor Council, a student will not be required to attend a hearing, but the Council will convene to impose a sanction. Even when the student chooses to admit the violation in a letter to the Honor Council, the student is encouraged to meet with the Council to fully explain the incident before the Council votes to impose a sanction.

What does the faculty or administration of the College have to do with the Honor Council?

The Honor Council is composed entirely of students and acts autonomously. An advisor from the faculty attends hearings to ensure due process and fairness for all parties, to plan training for the Council, and to act as liaison to the faculty, but he or she has no vote in Council proceedings. Each year, in keeping with the trust that the faculty has placed in the Council, the Council will present a report to the faculty and the President of the College.

ACADEMIC HONOR PLEDGE

**I pledge that I have neither given
nor received unauthorized aid on this assignment
(or examination), nor have I witnessed
any violation of the Honor Code.**

6. To understand the fundamental differences between the nature of student discipline regarding academic integrity and the nature of criminal law. The Honor Code, its policies, procedures, and sanctions are meant to be in accordance with the mission of the College. They are not intended to resemble any activities within the criminal judicial process.

Selection

Conducted each spring by the Selection Committee:

- Outgoing SGA President
- Outgoing Honor Council President
- President of the Faculty Assembly
- Provost
- Advisor to the Honor Council

GPA requirement: 2.85 or higher

Applicants must attend a mandatory workshop