

TITLE XII

Academic Honesty Code

CHAPTER 1200- Scope

1200.1 The Student Academic Honesty Code applies to all students taking classes at Auburn University with the exception of students in the College of Veterinary Medicine and the School of Pharmacy that are enrolled in the Doctor of Veterinary Medicine or Doctor of Pharmacy programs, respectively, who shall be subject to honesty codes published and distributed within each school.

CHAPTER 1201- Violations

1201.1 Violations of the Student Academic Honesty Code include:

- 1201.1.1** The possession, receipt, or transmission of material or assistance not authorized in any essay, laboratory report, examination, quiz, or any other class assignment, to be submitted for credit as a part of a course or to be submitted in fulfillment of a university requirement;
- 1201.1.2** 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 the current or some subsequent date in any course of study, excluding questions and answers from test previously administered and returned to a student by the instructor;
- 1201.1.3** 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;
 - 1201.1.3.1** 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.
 - 1201.1.3.2** 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.
- 1201.1.4** Plagiarism including, but not necessarily limited to, using words or ideas of another as one's own or directly copying another person's complete sentence, syntax, keywords, or specific or unique ideas and information without proper documentation;
- 1201.1.5** Altering or misusing a document such as, but not limited to, university forms or a doctor's excuse for academic purposes. This includes any

altering or attempt to alter an assigned grade on any official Auburn University record;

1201.1.5.1 Associated violations may be referred by the Associate Provost for additional review and action by the University Discipline Committee;

1201.1.6 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;

1201.1.7 Serving as or enlisting the assistance of another as a substitute in the taking of examinations;

1201.1.8 Instructors may delineate in advance and in writing additional actions they consider a violation of the Code. Actions so delineated must be reasonable and in the spirit of the Student Academic Honesty Code;

1201.1.8.1 An instructor 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.

1201.1.9 Knowingly assisting a student in carrying out any aforementioned violation.

CHAPTER 1202- Sanctions

1202.1 The following sanctions may be imposed for violation of the Student Academic Honesty Code:

1202.1.1 A course on academic honesty;

1202.1.2 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;

1202.1.3 A grade of F in the course in which the violation occurs, 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;

1202.1.4 A notation “assigned for academic dishonesty” being placed on the transcript for a designated length of time;

1202.1.4.1 The notation “assigned for academic dishonesty” will remain on the student’s transcript for no less than two academic semesters in residence.

1202.1.5 Suspension from Auburn University, as defined by the Student Code of Conduct, for a stated period of time which shall be noted on the student's transcript for the period of suspension;

1202.1.5.1 The sanction of suspension is at the discretion of the Academic Honesty Committee during a Hearing but is not a sanction that may be imposed during a Facilitated Meeting.

1202.1.5.2 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.

1202.1.6 Expulsion from Auburn University. Expulsion from Auburn University for academic dishonesty shall be permanently noted on the student's transcript.

1202.1.6.1 The sanction of expulsion is at the discretion of the Academic Honesty Committee during a Hearing but is not a sanction that may be imposed during a Facilitated Meeting.

1202.1.6.2 Expulsion shall become effective on the date of the student's notification of the final action.

1202.2 Any prior record of academic dishonesty must be considered by the Committee when determining sanctions.

1202.3 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.

CHAPTER 1203- Rights and Responsibilities of Students

1203.1 All students have the responsibility to help enforce the Student Academic Honesty Code.

1203.2 Accused students have the right to be considered innocent until proven guilty. The burden of proof rests with the accusing party and shall be satisfied by any clear and convincing evidence on the record considered as a whole.

1203.3 An accused student has the right to request a meeting at which any charges of academic dishonesty can be discussed and resolved with the instructor of the course in which the alleged violation occurs and a faculty member of the Academic Honesty Committee who shall serve as a Facilitator.

1203.3.1 The student will have five (5) working days after notification of the violation to indicate their intention to attend a Facilitated Meeting.

1203.3.2 In order for a Facilitated Meeting to occur, the instructor of the course in question must consent to participate in the Facilitated Meeting.

1203.4 A student has the right to a Hearing for any charge of academic dishonesty.

1203.4.1 If a student desires a Hearing, their written request must be delivered to the Office of the Provost within five (5) working days after receipt of the Provost's notification of the charge and the right to a Hearing. If no request is given during these five (5) days, the right to the Hearing will be voided.

1203.4.2 A student has the right to receive written notice of the time and place of a Hearing at least forty-eight (48) hours in advance of the Hearing.

1203.4.3 During the Hearing Students shall have the right to present witnesses and evidence and to be present throughout the presentation of witnesses and evidence at the Hearing.

1203.4.4 Students shall have the right to examine all evidence to be submitted by the charging party, including the names of witnesses, during the three (3) working days prior to the Hearing.

1203.4.5 The charged student is encouraged to give a statement and to cooperate with the Committee in processing their 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;

1203.4.6 Students have the right to have an advisor accompany them at their Hearing. This advisor may not be an active participant during the Hearing. The advisor must be a current Auburn faculty member, staff member, employee, or student that is not involved in any active Academic Honesty case.

1203.4.6.1 The advisor must be able to be present at the scheduled date and time for a Hearing. Delays will not normally be allowed due to scheduling conflicts of an advisor.

1203.5 Accused students shall have the right to appeal the recommendation of the Academic Honesty Committee to the President of Auburn University.

1203.6 Students accused of academic misconduct, whether acknowledging involvement or not, shall be allowed to continue in the course without prejudice pending action by the Committee.

CHAPTER 1204- Rights and Responsibilities of Administrators, Faculty, and Staff

1204.1 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.

1204.1.1 The Provost will be responsible for making a decision based on recommendations from the Academic Honesty Committee;

1204.2 The President of Auburn University will be responsible for reviewing any appeals.

1204.3 Faculty have the right to establish standards of academic performance and expectations for students under their instruction and to assign grades accordingly.

1204.4 Faculty and staff have the responsibility to help enforce the Student Academic Honesty Code.

1204.5 The instructor in charge of a class in which an alleged violation occurred as well as the person charging a violation of the Student Academic Honesty Code have 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.

1204.6 The instructor of the class in which an alleged violation occurred as well as the person charging a violation shall have the right to appeal the recommendation of the Academic Honesty Committee to the President of Auburn University.

CHAPTER 1205- Academic Honesty Committee

1205.1 The Academic Honesty Committee shall be appointed by the President of Auburn University and shall consist of the following:

1205.1.1 Five (5) undergraduate students of at least junior standing who shall be recommended annually by the President of the Student Government Association and approved by the Student Senate;

1205.1.2 Three (3) graduate students who shall be recommended annually by the President of the Graduate Student Council and approved by the Student Senate;

1205.1.3 Fifteen (15) faculty members who shall serve three (3) year staggered terms and are to be selected in accordance with standard University Committee appointment procedures.

1205.2 One of the faculty members shall be appointed Chairperson by the President of Auburn University. The Chairperson shall not vote unless it is to break a tie or if they are functioning as a part of the quorum.

1205.3 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.

1205.4 A quorum for committee Hearings will be five members, of whom three must be faculty and two must be students. The Chair may form part of the quorum, but may replace a faculty member only, not a student member.

1205.5 Committee Hearings may contain no more than four faculty members, including the appointed Chairperson, and three students.

CHAPTER 1206- Procedure

1206.1 A faculty member, staff member or student who charges a student with a violation of the Student Academic Honesty Code shall first notify the student before reporting the incident to the Office of the Provost using a form located on the Provost's website.

1206.1.1 The Office of the Provost will assign each reported case to one of the faculty on the Academic Honesty Committee who becomes the Facilitator.

1206.1.2 The Office of the Provost shall forward a copy of this form to the assigned Facilitator, the dean of the college or school in which the accused student is registered, the instructor in charge of the course in which the alleged violation occurred, and the instructor's dean or department head.

1206.1.3 The Office of the Provost shall give written notice to the Facilitator assigned to the case, the accused student, the charging party, and the instructor in charge of the course in which the alleged violation occurred, of the optional Facilitated Meeting, the student's right to a Hearing, the procedures involved, and the names of known witnesses. The Office of the Provost shall also indicate its willingness to meet with any involved parties to discuss and clarify procedures;

1206.1.4 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.

1206.2 Written notice of charges, student rights as laid out in Chapter 1203, and any recommended sanctions shall be sent by the Office of the Provost to the accused student within fifteen (15) working days of an alleged violation being reported.

- 1206.2.1** If an Academic Honesty Committee Hearing or facilitated meeting is held, such recommended sanctions shall not be construed as binding.
- 1206.3** Upon being notified of charges and student rights as laid out in Chapter 1203, an accused student shall have five (5) working days to request a Facilitated Meeting or a Hearing.
- 1206.3.1** In cases involving more than one (1) accused student the accused students have the right to request a Facilitated Meeting or a Hearing.
- 1206.3.2** This request should include any response the student wishes to make to the charges, as well as the names of known witnesses if a Hearing is requested.
- 1206.3.3** If a hearing is requested each of the accused students will be heard individually before a ruling and sanction are given as described in Chapter 1203.3.
- 1206.4** If an accused student or instructor requests a Facilitated Meeting and the other party consents to participate in such a meeting the Facilitated Meeting shall adhere to the following procedure:
- 1206.4.1** The Office of the Provost will have a period of five (5) working days to begin scheduling the meeting with the student, Facilitator, and instructor. Involved parties shall be notified by the Office of the Provost of the time, date, and place of the meeting;
- 1206.4.2** The meeting will be a discussion between the instructor of the course and the student about the incident and will be facilitated by the Committee member as a means of reaching a mutually satisfactory agreement that will conclude the matter, upon Provost approval, and preclude the involvement of the Committee;
- 1206.4.3** The Facilitator will not serve as a determiner of fact or make decisions on the outcome. The Facilitator's purpose is to assist in achieving a fair and focused discussion;
- 1206.4.4** All parties are free to state their perspective and any supporting material evidence they have at the time of the meeting;
- 1206.4.5** Witnesses will not be present at the time of the meeting with the Facilitator;
- 1206.4.6** The meeting is not a Hearing, the intention of the meeting is to discuss the charges and identify a resolution that is mutually agreeable to all parties attending the meeting;

- 1206.4.7** Agreements may include appropriate sanctions determined by the parties or withdrawal of the charges by the accusing party;
- 1206.4.8** If an agreement is reached during the Facilitated Meeting it shall be submitted to the Office of the Provost for approval;
- 1206.4.9** If no agreement on a sanction can be reached during the meeting with the appointed Facilitator, The Facilitator will inform the Office of the Provost that an acceptable resolution was not reached, and all involved parties will receive a copy of the notification.

1206.4.9.1 At this time, the accused student may request a full Hearing which shall follow all procedures laid out in Chapter 1206.5.

1206.5 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. Hearings shall adhere to the following procedure:

- 1206.5.1** 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 an original copy of the original charge;
- 1206.5.2** There shall be no less than ten (10) 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;
- 1206.5.3** 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;
- 1206.5.4** Each party shall have the right to present witnesses and evidence at a Hearing and to be present during the presentation of all witnesses and evidence;
- 1206.5.5** Each party shall arrange for the attendance of their own witnesses;
- 1206.5.5.1** The Office of the Provost shall assist in securing the attendance of witnesses if a written request for assistance is made to that office at least five (5) working days in advance of the Hearing date.
- 1206.5.5.2** 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.

- 1206.5.5.3** The Committee may request the appearance of additional witnesses if the Committee believes that such witnesses could present relevant information.
- 1206.5.5.4** 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.
- 1206.5.5.5** 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.
- 1206.5.6** A student's prior record of academic dishonesty sanctions shall be inadmissible as evidence to prove innocence or guilt;
- 1206.5.7** The charged student is encouraged to give a statement and to cooperate with the Committee in processing their 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;
- 1206.5.8** 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;
- 1206.5.9** The Committee shall conduct its deliberation in a closed and confidential session and shall submit findings and recommendations to the Provost;
- 1206.5.9.1** 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 break a tie or when functioning as part of a quorum.
- 1206.5.10** The Hearing shall be recorded, and a copy shall be made available to each party if requested.
- 1206.5.10.1** Committee deliberations shall not be recorded.
- 1206.6** If the accused student fails to request a Facilitated Meeting or a Hearing within the time allowed, the Committee will then be notified of the charges and response of the student in order to consider the case based on evidence available, and will submit its findings and recommendations to the Provost.
- 1206.7** Once a Facilitated Meeting is successfully concluded or the Committee has reviewed all evidence and carried out a Hearing if requested by the accused student, the Provost shall

consider the outcome of the Facilitated Meeting or Committee report and determine the action to be taken.

1206.7.1 If the decision of the Provost differs from the Committee's recommendation, the Committee chair shall be consulted before the charged student is officially notified.

1206.7.2 If, after the Committee Hearing, additional evidence not presented in the Hearing which could affect the decision of the Provost comes to their attention, the Provost shall return the case to the Academic Honesty Committee for consideration of additional evidence.

1206.7.3 The Provost shall notify the charged student in writing of findings and sanctions to be imposed.

1206.7.3.1 Copies of this notification 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.

1206.7.3.2 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.

1206.7.3.2.1 No action shall be taken by any of the parties above for five (5) working days after notification of the decision by the Provost or the completion of an appeal, whichever is later.

1206.8 If the course ends before final action has been taken, the instructor shall assign the accused student a grade of incomplete.

1206.9 Upon notification of action, either party may appeal to the President of Auburn University.

1206.9.1 The appeal must be made in writing within five (5) working days after receipt of notification of the action of the Provost and must include a written statement of asserted facts and argument for why either the decision of guilt or sanction imposed by the Provost is incorrect.

1206.9.1.1 In cases involving more than one (1) accused student, the response is conditioned to five (5) days upon final involved party's receipt of notification of the action of the Provost.

- 1206.9.1.2** 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.
- 1206.9.2** Appeals may only be considered if:
- 1206.9.2.1** New evidence or information is discovered that could potentially impact the decision. For new information to be considered it must have been unknown to the person appealing at the time of the original Hearing;
 - 1206.9.2.2** The proper procedure for a Hearing was not followed;
 - 1206.9.2.3** The proposed sanctions are considered disproportionate in comparison with the violations committed.
- 1206.9.3** The party that is not appealing may submit a written response within five (5) working days of receipt of the appeal.
- 1206.9.4** After reviewing the appeal but prior to any change in the sanctions, the President of Auburn University shall confer with the Provost and the Academic Honesty Committee. The President of Auburn University shall then respond in writing to the appealing party.
- 1206.9.4.1** Notice of this action shall be sent to the parties that received notice of the appeal.
- 1206.9.5** The President of Auburn University's decision shall constitute the final action of the Academic Honesty Procedure.
- 1206.10** All records of proceedings of Academic Honesty cases shall be filed in the Office of the Provost for a period of six (6) years following the Hearing of the case.
- 1206.10.1** Access to these records shall be limited on an academic need-to-know basis as indicated by applicable law and Auburn University policy concerning student records.