

**ACADEMIC
HONOR
COUNCIL
CONSTITUTION
2011-2012**

Academic Honor Council Constitution

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Academic Honor Council Constitution

I. Eckerd College Academic Honor Council Mission and Purpose

Mission

The Academic Honor Council (AHC) at Eckerd College exists to establish processes to ensure that everyone in the Eckerd College community (i.e. Students, Faculty, and Staff) share a common understanding of Eckerd College's Academic Honor Policy.

Purpose

- 1 The AHC will establish programs to make visible the importance of academic honesty at the college and to aid in the socialization of these values.
- 2 The AHC will provide leadership and educational programming designed to foster academic integrity.
- 3 The AHC will establish and maintain transparent and fair processes for hearing cases of academic dishonesty. The Honor Council will write and implement policies concerning gathering evidence, hearing testimony, evaluating evidence, making reasoned, fair, and consistent judgments, and imposing sanctions in cases of academic dishonesty.
- 4 Student leadership will play a central role in fulfilling all of the above.

II. Eckerd College Honor Code and Academic Integrity

Eckerd College Academic Honor Code

Cheating and plagiarism are offenses that strike at the heart of the academic community and are strictly prohibited as set forth by the Eckerd College Honor Code:

"On my honor, as an Eckerd College student, I pledge not to lie, cheat, or steal nor to tolerate these behaviors in others."

Academic Integrity

Academic integrity is abiding by the Eckerd College honor code. The most common classroom forms of violating the honor code are cheating and plagiarism. Cheating includes obtaining information illegitimately, giving others information illegitimately, or acting as an accomplice in a cheating situation. Plagiarism is intentionally representing someone else's work as one's own. Any misrepresentation of a student's academic work may be considered academic dishonesty. See examples of academic dishonesty in the appendix.

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III. Students Rights and Responsibilities

Student Rights

In any review of an academic dishonesty charge or decision, a student is afforded the following rights:

1. The right to be informed of the hearing process found in Section VI of the Academic Honor Council Constitution.
2. The right to submit to the Coordinator before the hearing and in writing any additional evidence that may be relevant to the case.
3. The right to respond at the hearing to the accusation and to any evidence considered in the case, and to offer any additional information relevant to the situation.
4. The right to refrain from answering any question that may be asked, though the AHC Council members are entitled to draw reasonable inferences from the refusal of the student to answer. The right to refuse is not a right to refuse to participate or to refuse to attend your hearing. Any student so refusing will face sanctions for failure to comply with the directive of a College official, up to and including suspension from Eckerd College until such time as compliance is achieved.
5. The right to present witnesses with information relevant to the complaint on your behalf.
6. The right to ask one fellow student to speak on your behalf.
7. The right to be accompanied by a current member of the college community who is not party to the proceedings and who may not speak during the proceedings. This person must not have familial relation to the accused.
8. The right to appeal as specified in Section VI.

Student Responsibilities

1. Respond to the accusation letter within 24 hours of receipt of letter.
2. Be present at the hearing.
3. Or, choose to avoid the hearing and accept the normal sanction for academic dishonesty as stated in section VI of the AHC Constitution.

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IV. AHC Structure and Functions

Faculty: 4 members and one Librarian.

- 1 Chair (1 faculty member always serves as chair):
 - Decide, with AHC input, if allegations warrant council action
 - Review evidence gathered by Honor Council
 - Present evidence at hearings
 - Direct council deliberations
 - Act as spokesperson for the AHC
 - Allocate budget based on Council needs
- 2 Faculty:
 - Attend regular Council meetings
 - Review evidence gathered by Honor Council
 - Hear charges and decide sanctions
 - Provide oversight for AHC subcommittees
 - Suggest budget priorities

Students:

- 3 15 members (3 per residential class, excluding freshmen, 3 PEL students, and 3 “at-large” students)
 - Attend regular Council meetings
 - Review evidence gathered by Honor Council
 - Hear charges and decide sanctions
 - Organize promotional and educational activities
 - Participate in new student-member selection process
- 4 3 Honor Council Coordinators:
 - Organize evidence and prepare for Hearings
 - Determine if previous academic honesty violations have occurred
 - Schedule hearings
 - Audio record the hearings
 - Send out communications related to AHC business
 - Organize promotional and educational activities
 - Take minutes at all Council meetings and during hearings
 - Communicate final AHC hearing decision to student, the student’s mentor, Registrar, and professor of the course
 - Keep and organize all AHC records

Please see the Appendix for a list of current members of the AHC.

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V. Academic Dishonesty Reporting Process

For the purpose of this policy instances of alleged academic dishonesty are defined as situations arising out of the classroom context. Other instances of alleged dishonesty shall be addressed under the student conduct code. In cases involving allegations of both academic dishonesty and other types of misconduct, the Dean of Faculty or AHC Chair as the Dean's designee in consultation with the Dean of Students shall determine which policy will be followed for all issues.

Instances of alleged academic dishonesty could be observed by:

- 1 The instructor in the course.
- 2 A student in the course.
- 3 A third party such as a faculty member evaluating writing portfolios, or other students.

Faculty or students will report an instance of alleged academic dishonesty to the Honor Council by contacting one of its members or the Dean of Faculty orally or in writing (but not electronically). Students may also report an instance of alleged academic dishonesty to the instructor of the course. The instructor or Dean will report the allegation directly to the Council.

The AHC Faculty Chair, in consultation with the AHC, will decide if a reported instance of academic dishonesty warrants action by the Council.

If a student is found to be responsible for an instance of academic dishonesty by the AHC, that information shall be placed on file in the Registrar's Office and the penalty will be communicated to the Registrar's Office for implementation. At the conclusion of the AHC Hearing, a faculty member of the AHC will request a student's academic dishonesty record from the Registrar and/or the AHC coordinator prior to recommending any penalty, so that past violations can be considered in determining an appropriate sanction.

Faculty members will abide by the decisions of the Honor Council.

VI. Hearing Process

Pre-Hearing Timeline*

- | | |
|----------|---|
| Day 1: | AHC receives accusation, gets vetted |
| Day 2-3: | The AHC Faculty Chair, in consultation with the AHC, decides if a reported instance of academic dishonesty warrants an AHC hearing |
| Day 4: | Letter sent to student |
| Day 5-6: | Student responds that he or she received the letter and indicates whether he or she accepts the charges or wishes to proceed to hearing |
| Day 7: | Personal contact with the student if no response |
| Day 8-9: | Evidence gathered by AHC coordinator is available for accused student and hearing committee to review |
| Day 10: | Hearing day: Pre-hearing meeting for counsel to review evidence followed by actual hearing |

*Please note the following are business days during Fall, Winter Term, and Spring Semesters. No hearings will be held in the Summer Terms or when the college classes are not in session.

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Hearing

- 1 During a hearing, the AHC will hear evidence in a specified location, which will be determined prior to each hearing.
- 2 All hearings are recorded.
- 3 The hearing will begin with the chair reading out loud the date and case number.
- 4 The accused will read out loud the Academic Integrity Section II on page 3 of the *AHC Constitution*. The chair will then read the charges on record and present the evidence.
- 5 The student accused will then be allowed to respond to the accusation and evidence presented and offer testimony orally or in writing in his or her defense.
- 6 Following his or her response, Council members will be allowed to question the student.
- 7 The student may offer a closing statement if he or she desires.
- 8 The student will then be excused once there are no more questions. A simple majority will determine whether a violation of the Academic Honesty Policy has occurred and, in the case of finding a violation has occurred, the recommended penalty.
- 9 If a member of the committee is absent from the hearing his or her vote will be recorded as no sanction.
- 10 In rare instances the committee may defer their decision in order to give the student the opportunity to present requested information to aid in the decision making process. This deferment will take no longer than one week or five business days.
 - a. In the event of a deferment the student will be notified of the deferment within 24 hours.
 - b. The hearing committee will reconvene to make a decision within 5 business days.
 - c. The accused will be notified that additional evidence has been added to the file. The accused will have an opportunity to view and respond to said evidence via written communication.

Hearing Committee

The hearing is closed and must proceed without professional counsel. The Hearing Committee for the AHC will include 8 members: at least two 2 faculty members, and up to 5 students, as well as the non-voting AHC Student Coordinator. A PEL student AHC member is to be on the AHC hearing committee for all PEL cases.

Post-Hearing

Standard Sanctions

1st offense: Failure of the course and a copy of the accusation record will be sent to registrar and placed in the student's academic record.

2nd offense: Failure of the course, a copy of the accusation record will be sent to registrar, and student will be dismissed for one semester.

3rd offense: Student will be dismissed from college.

Under certain circumstances the hearing committee may impose lesser penalties such as failure of the assignment.

If found guilty of academic dishonesty within the writing portfolio students will fail the portfolio. Further, the student may retroactively fail the course for which the paper was originally submitted. The

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Registrar and the professor of the course for which the paper was originally written will be contacted.

Communication of Outcomes

The student accused will be notified in writing (normally through e-mail) as to the decision and recommendation of the AHC after voting is concluded. The decision will be communicated in writing to the student by the AHC Coordinator or the AHC Chair within 24 hours of the hearing.

Decisions that result in a conclusion that a violation has occurred will be reported to the Office of the Dean of Faculty and the penalty communicated to the Office of the Registrar for implementation. A record of the penalty will be placed in the student's file. The professor of the course and the student's mentor will also be notified in writing of the hearing's outcome.

Appeals

Students found in violation of the Honor Code shall also be notified of the opportunity to appeal the decision of the Council to the Dean of Faculty.

A student found guilty of academic dishonesty by the Academic Honor Council may petition within fourteen (14) calendar days of being notified of the finding to the Dean of Faculty's Office for a review of the decision. Such petitions must be in writing. A representative of the Dean of Faculty's office will meet with the student, the classroom instructor, and any other relevant parties, will examine any relevant documents in the case, will determine whether a violation of the College's academic honesty policy is a reasonable conclusion, and will render a final decision.

In cases in which the penalty is suspension or dismissal from the College, a student may request a final review by an ad-hoc committee of three faculty members appointed by the Dean of Faculty's Office. The student must request this review within seven (7) calendar days of the Dean of Faculty's decision. The ad-hoc committee will review the evidence in the case, meet with relevant parties, determine whether a violation of the College's academic honesty policy is a reasonable conclusion, and render a final decision.

Recording Process for Hearings

The Honor Council Coordinators will be responsible for audio recording the AHC hearings. During the hearing, the Honor Council Coordinator will keep official minutes for the AHC Academic Dishonesty Accusation Record. The Office of the Dean of Faculty will arrange for storage and filing of all records, audio and written, to conform to the college's document retention policy which states: "Plagiarism letters and discipline records involving suspension or expulsion are to be held permanently."

In cases where the accused does not attend, the following procedure should be followed:

The chair will read:

- a. Date, Case #
- b. The Eckerd College Honor Code
- c. Recitation of Present Members
- d. Charges against student
- e. Note that student was not present
- f. Brief presentation of Evidence

Thereafter the recorder should be turned off for deliberations.

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VII. New Member Selection Process

Each Spring (prior to Spring Break), the AHC will invite new students to participate as members of the AHC. Invitations will be sent out via e-mail. Interested residential students will be required to submit two letters of recommendation: one from the mentor and one from another faculty member. The letters should address the applicant's character, responsibility, maturity, and other supporting information the faculty member feels is important. Students will also submit an application letter to the AHC answering the following questions:

- 1 How do you think your presence on the Academic Honor Council would benefit Eckerd College's academic integrity?
- 2 How would your presence benefit the Council itself? What are your qualifications for this position?

PEL students need a letter of support and/or nomination from a PEL faculty member and/or the PEL Academic Director.

**See appendix for Application Forms for AHC coordinators and members.*

VII. APPENDIX

Eckerd College Academic Honor Council Application

Position Duties & Requirements:

As a member of the Academic Honor Council (AHC), you are volunteering your intellectual and social capabilities to promote and maintain academic integrity at Eckerd College. As a member, you are responsible for possessing a thorough understanding of the College's Academic Honesty Policy. Furthermore, your responsibilities are to make visible the importance of academic honesty at the college and aid in the socialization of the College's academic values; to provide leadership in educational programming designed to foster academic integrity; and to facilitate a fluid process whereby the college community, guided by faculty standards and student leadership, can make reasoned and consistent judgments that support academic honesty and foster a sense of fair treatment for all.

We are seeking applications for two different positions on the Academic Honor Council. The descriptions of the positions are as follows:

Member (voting position)

Responsibilities include attending general council meetings, contributing to subcommittee work, and hearing academic dishonesty cases. Please refer to the Academic Honors Council Constitution for a complete listing of expectations.

Coordinator (non-voting position)

As an Honor Council Coordinator, you are responsible for ensuring that a complete and accurate case is brought before the Academic Honor Council. In addition, your responsibilities include: gathering evidence, scheduling hearings, sending out communications, recording minutes at hearings, and meeting with accused students so that they can view the evidence against them. This position requires strong oral and written communication skills.

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Name: _____

Year: _____

Major: _____

Extracurricular Activities: _____

I would like to be considered for the position of: ____ Voting Member; ____ Coordinator; ____ Both

Additional Questions (to be answered by applicant in no more than 300 words):

- 1 How do you think your presence on the Academic Honor Council would benefit Eckerd College's academic integrity?
- 2 How would your presence benefit the Council itself? What are your qualifications for this position?
- 3 Why do you want to be on the Academic Honor Council?

Residential students are required to submit two letters of recommendation: one from you're your mentor and one from another faculty member. The letters should address the applicant's character, responsibility, maturity, integrity and other supporting information the faculty member feels is important.

PEL students need a letter of support and/or nomination from a PEL faculty member and/or the PEL Academic Director.

Complete applications and recommendations are due by the first Thursday in April. Please return your application to Professor Vincent's mailbox in the LTRs collegium. Professors should seal their letters of recommendation and place them in the mailbox as well.

If you have any questions, please feel free to contact a Council member. For a complete listing of Council members see the AHC Constitution.

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Academic Honors Council Accusation Letter

Dear STUDENT NAME:

DATE:

This letter is to inform you that an accusation of academic dishonesty has been brought against you. Specifically, the offense is as follows:

In this space please give an overview of the offense

This case of academic dishonesty will be brought before the Academic Honor Council. Your hearing has been set for:

The hearing is closed and must proceed without professional counsel. The Hearing Committee for the AHC will include up to 8 members: at least two 2 faculty members, and up to 5 students, as well as the non-voting AHC Student Coordinator.

In any review of an academic honesty charge or decision, you are afforded the following rights:

1. The right to be informed of the review procedures. These procedures are available in the current Academic Honor Council Constitution.
2. The right to submit to the Coordinator before the hearing and in writing any additional evidence that may be relevant to the case.
3. The right to respond at the hearing to the accusation and to any evidence considered in the case, and to offer any additional information relevant to the situation.
4. The right to refrain from answering any question that may be asked, though the decision makers are entitled to draw reasonable inferences from the refusal of the student to answer. The right to refuse is not a right to refuse to participate or to refuse to attend your hearing. Any student so refusing will face sanctions for failure to comply with the directive of a College official, up to and including suspension from Eckerd College until such time as compliance is achieved.
5. The right to present witnesses with information relevant to the complaint on your behalf.
6. The right to ask one fellow student to speak on your behalf.
7. The right to be accompanied by a current member of the college community who is not party to the proceedings and who may not speak during the proceedings. This person must not have familial relation to the accused.
8. The right to appeal as specified in Section VI.

The evidence will be available 48 hours before the hearing in the Office of the Dean of Faculty in the Upham Administration Building. Please make an appointment to review the evidence with the Coordinator. Email the Coordinator at: hammerpk@eckerd.edu.

You will receive in writing the decision and recommendation of the AHC after voting has concluded.

If you would like to accept the charges brought against you and avoid a hearing you have that option. In that case, you also accept the standard sanctions for academic dishonesty as described in the Academic Honor Council Constitution. You must inform us of your decision in writing.

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By DATE (24 HOURS AFTER LETTER SENT) you need to respond to the letter, acknowledging its receipt and that you understand the charges brought against you. You may respond by sending an email to the address below. Please note, failure to respond to the letter will be considered an acceptance of all charges.

If you have questions regarding the hearing procedure, you are welcome to email the Council at hammerpk@eckerd.edu.

Sincerely,

AHC Coordinator

Academic Honor Council Academic Dishonesty Accusation Record

Date

Student Name

Student Email

Student Mailbox

Name of Accuser

Accuser Email

Campus Address

Description of Academic Dishonesty

(Please be as specific as possible, include date of act, place or course where act occurred, description of the act itself).

Student Coordinator

Hearing Date

Hearing Committee

Faculty	Students

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Summary of Hearing:

Finding of Committee

Action Taken

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Council Budget:

The committee will have a budget of \$3,000 per semester to be used for the following:

- 1 Stipend for coordinators
- 2 Costs associated with cheating/plagiarism research
- 3 Educational expenses such as printing, making posters, travel to conferences, etc.
- 4 Recording costs of hearings
- 5 Materials such as paper, pens, copying, shirts, snacks, etc.
- 6 Other committee related costs

AHC Members (Fall 2011-Spring 2012)

Faculty

Dr. Peter Hammerschmidt, Chair
Dr. Paige Dickinson
Dr. Heather Vincent
Dr. Alexis E. Ramsey-Tobienne
Director & Prof. Jamie Gill

Students AHC Members 2011/2012

Katie Young
Constancia Vilomar
Nathaniel Davis
Tony Leyh
Marissa Swain
Christine Hammerschmidt
Mara Shingleton
Kim Anderson
Sarah Levine
Ryan Jarrett
Nicole Holm
Laurel Jansury
Aaron Coder

Student Coordinators

Carly Chaapel
Kaitlyn Lantz
Lila Lupetin, Jr.

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Subcommittees: 2011-2012

<u>Member Selection Subcommittee</u>	<u>Website Subcommittee</u>	<u>Education/Outreach Subcommittee</u>
Objectives:	Objectives:	Objectives:
<ul style="list-style-type: none"> • Initiate/Invite Applications for new members • Review Applications • Present New Member recommendations to full committee • Fill Vacant Positions as needed • Remove/replace graduated and inactive members • Keep attendance records (with AHC coordinators) 	<ul style="list-style-type: none"> • Create AHC Webpage (to include AHC Constitution and all information pertaining to AHC public activities) • Update AHC Webpage each semester • To collaborate with full committee and sub-committees to publicize their activities • Maintain Current AHC Constitution 	<ul style="list-style-type: none"> • To engage in activities that inform, educate, and support the Eckerd College Honor Code and involve all of the Eckerd College Community in preventing academic dishonesty. • Education Outreach includes: Posters, competitions, seminars, class visits, tutorials, etc.
Sub-Committee Membership	Sub-Committee Membership	Sub-Committee Membership
<u>Chair- Heather Vincent</u> *Coordinator-Carly Chaapel	<u>Chair- Alexis Ramsey-Tobienne</u> *Coordinator-Katie Lantz	<u>Chair-Paige Dickenson</u> *Coordinator-Lila Lupetin
Tony Leyh	Aaron Coder	Marissa Swain
Mara Shingleton	Nathaniel Davis	Ryan Jarrett
Laurel Jansuary	Jamie Gill	Katie Young
Nicole Holm	Kaitlyn Lantz	Christine Hammerschmidt
Sarah Levine		Lila Lupetin, Jr.
Kim Anderson		

Chair: Peter K. Hammerschmidt

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Examples of Academic Dishonesty:

Obtaining Information Illegitimately:

1. Copying a homework assignment from another student when not permitted to do so by the instructor.
2. Working together on a take-home test or homework or any course assignment when not permitted to do so by the instructor.
3. Looking at another student's test paper during an exam.
4. Looking at notes or independent information during a test when not permitted to do so by the instructor.

Giving Information Illegitimately:

1. Giving your work to another student to be copied.
2. Taking a test and then telling students in other sections of the course what is on the test.
3. Giving or selling your term paper to another student or to a term paper service.
4. Giving someone else the answers to the test as both of you are taking it.

Complicity:

1. Allowing someone else to read from your test paper while you are taking a test.
2. Giving your term paper to someone else who might plagiarize it.

Misrepresentation:

1. Submitting as your own work an academic exercise (e.g. written work, sculpture, etc.) prepared by someone else.
2. Submitting in a course any work originally done to meet the requirements of another course. For example, turning in the same paper or significant portions of the same paper, for two credit courses (simultaneously or subsequently). The only exception would be if both professors concerned give permission in writing for the student to do a project that would receive credit in both courses. Always clarify such situations with both professors, and have your argument documented.
3. Having another student do your assignment.
4. Having someone else take an exam for you.
5. Lying to a professor to improve your grade.

Plagiarism:

Plagiarism is passing off the ideas and words of another person as your own, or using the work of another person without crediting the source. Some examples of plagiarism include the following:

1. Using an article from a magazine or journal and presenting it as your own.
2. Intentionally attempting to make the thoughts of another appear as your own by altering the word arrangement or paraphrasing or omitting some words, and not citing the source.
3. Using data not generated by your own research without properly citing the source of the data.
4. Handing in a paper or any part of a paper purchased from a term paper service.
5. Reprinting someone else's paper, or any part of a paper, and handing it in as your own.

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Bribery:

Offering money or any item to a faculty member or anybody else to gain an academic advantage over someone else.

Improper use of electronically mediated sources, such as Internet sites:

While the scholarly world benefits from access to materials now available literally worldwide through the Internet and email bulletin boards, virtual chat rooms and so forth, standards of scholarly citation and reference *must be observed* in all uses of such material. Two of the major organizations that determine the necessary elements of citation—MLA and APA—have issued guidelines that can be found online at the URLs listed below.

http://www.mla.org/style_jfaq4

<http://apastyle.apa.org/elecmedia.html>

The Purdue Online Writing Lab (OWL) also provides an excellent, up-to-date resource for citing sources using MLA and APA citation styles: <http://owl.english.purdue.edu/>

Other academic style manuals, such as Chicago and Council of Science Editors formats, may be found in print publications. Diana Hacker's *Writer's Reference*, one of the required texts for Western Heritage in a Global Context, includes excellent sections on writing with sources, including information about how to evaluate sources and how to avoid plagiarizing.

This list of examples is not comprehensive; any misrepresentation of a student's academic work may be considered academic dishonesty.

Academic Dishonesty Prevention

1. Prepare thoroughly for all assignments.
2. Do not let other students copy from assignments and tests.
3. Do not let other students hand in assignments for you.
4. Shield your answer sheet during tests.
5. Do not look in the direction of other students' test papers during exams.
6. Make sure you understand the academic honesty policy outlined in the syllabus for each of your courses. Instructors may have special requirements. If you are unable to find them, ask your instructor.
7. Refer to a reliable handbook for correct procedures on citing sources.
8. Use the library and the Writing Center for help in writing papers properly.
9. Discourage dishonesty among other students.
10. Refuse to assist other students who cheat or plagiarize.
11. Do not talk during a test or quiz.
12. Take the Library Plagiarism Tutorial: "Keeping it Real."
(<http://www.eckerd.edu/library/Services/plagiarism/preventing-plagiarism.php>)