

**The Honor Code  
of  
Augustana College**

**Section 1: Mission**

We, the students of Augustana College, committed to the ideals of integrity, accountability, fairness, and honesty, hereby establish this academic Honor Code in order to promote and foster intellectual and personal growth.

**Section 2: Statement of Purpose**

According to its mission statement Augustana College "...is committed to offering a challenging education that develops qualities of mind, spirit, and body." To achieve this goal Augustana expects its community to practice honor and integrity. The Honor Code sets the foundation and boundaries to ensure academic excellence and stability in an evolving and dynamic world. The Honor Code holds each individual accountable to the community of Augustana College.

**Section 3: Infractions**

**Section 3.1 Cheating**

To cheat on an exam is:

1. to use books, notes, or other materials not explicitly permitted by the instructor in taking the exam;
2. to copy other students' work in taking an exam;
3. to use copies of examination material (whether stolen or accidentally obtained) in preparing for an examination when the instructor has not made these materials public by prior distribution;
4. to assist a student in cheating in any of the aforementioned three ways.

To cheat on an assignment is to:

1. use materials or sources explicitly forbidden by the instructor in completing the assignment (including the ideas and work of other students when forbidden);
2. assist students in cheating as defined above.

### **Section 3.2: Lying**

Lying is any falsification that is committed with the intent of gaining an unfair academic advantage. A falsification is: a) the manifestation of untruth with the intent to mislead; b) disregard for the truth; c) false representation of one's self; or d) intentionally creating false data.

### **Section 3.3: Stealing**

Stealing is the deliberate taking of another individual or group's property without consent, permission, or acknowledgement with the intent of gaining an unfair academic advantage.

### **Section 3.4: Plagiarism**

Plagiarism is the misrepresentation of someone else's research, thought, or writing as one's own. Plagiarism occurs when a student uses the ideas or phrasing of another individual or group and presents the information as their own without crediting the original source.

Plagiarism includes, but is not limited to, the following:

- 1) Use of direct wording, artistic creations and/or expressions (written or musical) without proper acknowledgements
- 2) False Citation: incorrect or inadequate citation of sources
- 3) Purchasing, downloading, or using papers written by another individual

Procedures to Implement and Enforce the Honor Code at Augustana College

**Section 1: Honor Pledge**

Upon or prior to entering Augustana College students must sign the Honor Pledge stating that they understand and support the Honor Code. My name, below, signifies that I have read and understand the Honor Code of Augustana College. By signing this pledge, I am accepting the Honor Code and acknowledge that it is my responsibility to uphold its principles. In addition, at the discretion of the Professor the following pledge shall be discussed and accompany all academic work, or be signed once at the beginning of the term, “In compliance with the Augustana Honor Code, I have neither given nor received unauthorized aid on this piece of work.”

**Section 2: Honor Council**

**Section 2.1 Purpose**

The purpose of the Honor Council shall be to govern and interpret the Honor Code. It is the responsibility of each individual to take pride in his or her work, uphold the Honor Code, and encourage others to do the same. Every member of the Augustana Community has the obligation to report violations of the Honor Code to the Honor Council.

**Section 2.2 Composition**

The Honor Council shall consist of thirteen members, including three members of the faculty. In selecting members of the Honor Council, the Council should aim for balance between members of the senior, junior, and sophomore classes. There will be two officers of the Honor Council: a Chair and a Secretary. A junior or senior member will be the Chair, and a student member of the Council will be the Secretary. Each member of the Honor Council must sign a

statement saying he or she will keep all details of the hearings, individuals and outcomes confidential. Failure to do so may result in removal from the Honor Council.

### **Section 2.3 Elections**

Faculty will be chosen for a three year term following the normal procedures established by the Committee on Nominations and Rules. All members of the student body shall be allowed to apply for a position on the Honor Council as long as they meet the following criteria:

- 1) Applicant must be a Senior, Junior, or Sophomore in school the year in which they are applying to serve on the Honor Council.
- 2) Complete an application and personal statement stating why they wish to be a part of the Honor Council. Members reapplying may forgo the process of completing a new application and personal statement and can simply submit their previous ones, provided they have an attendance/participatory record of at least 75%.
- 3) Obtain two letters of recommendation from faculty or administration to be sent to the first selection committee (the two letters must be from different departments). Members reapplying must obtain only one letter of recommendation, which must be from a different faculty or administration member than submitted in previous years.
- 4) No prior violations of the Honor Code.
- 5) Minimum cumulative GPA of 3.0.

The student members shall undergo a selection process in which they complete an application, write a personal statement, and request two letters of recommendation from faculty or administrators. Applications will be made available on seventh week of winter term and due by the end of the first week of spring term. The completed applications shall be turned over to the first selection committee consisting of the three faculty members and the four longest-serving members of the current year's Honor Council. In the event that it is unclear which students should serve on the first selection committee because they share an equal amount of experience on the Honor Council, the faculty members shall select which of those students will serve on the committee. This selection committee will review applications and interview qualified applicants

if they deem necessary. No current student member reapplying for next year's Honor Council can review their own application. They will pick the top applicants for each class, and then the student body will vote during fifth week. The student body will be able to vote yes, no or abstain for each applicant. The applicants are not allowed to campaign.

### **Section 2.4 Officers**

The Honor Council has two officers: a Chair and a Secretary. The Chair is a junior or senior class member of the Honor Council who has been enrolled at Augustana for a minimum of six academic terms, has served for at least one year on the Honor Council, and is elected by the student members of the Honor Council. Two students may be elected to share the position as Co-Chairs. The Secretary is a student and is elected by all student members of the Honor Council.

The duties of the officers are:

Chair: The duty of the Chair is to preside over all meetings and advise the accused of the procedures of the Honor Council. The Chair will also see that the duties of the Honor Council are carried out properly.

Secretary: The duty of the Secretary is to notify members of the Honor Council of meetings and hearings in which they must serve. The Secretary will take minutes of every meeting and handle all correspondence dealing with the Honor Council.

### **Sections 2.5 Members**

The members of the Honor Council will have the following responsibilities:

- 1) Attend all meetings and hearings that are required.
- 2) Not to disclose specific information regarding hearings and individuals involved or brought before the Honor Council.
- 3) Maintain the minimum GPA of 3.0.
- 4) Maintain good standing with all academic policies.

Members are expected to uphold all responsibilities, or disciplinary actions including removal from the Honor Council, could result.

### **Section 2.6 Turnover**

The elected members of the Honor Council will participate in at least two training sessions with the current years Honor Council before the end of the year in order to obtain their full privileges. This is to ensure that all members of the Honor Council understand their roles and the rules governing the Honor Code.

### **Section 2.7 Vacancies**

Should a vacancy occur in the Honor Council, the position will be offered to an individual from the original applicant pool that was next in line. Should this individual refuse, then it will be offered to the person who received the next highest percentage of votes and so forth until the position is filled. If the position cannot be filled then, the Honor Council will nominate students who meet criteria 4 and 5 in Section 2.3. Nominated students will come before the Honor Council for an interview. The Honor Council will then vote on a new member.

### **Section 2.8 Suspension**

In extraordinary circumstances, the Honor Council may remove a member from the Council by a two-thirds majority vote of the other members of the Honor Council. This should be used with extreme discretion. To fill a spot the Honor Council shall follow the guidelines in Section 2.7.

### **Section 2.9 Meetings**

The Honor Council shall meet at least once per academic year in addition to any hearings, to review policies and procedures and discuss any concerns. All thirteen members are required to attend these meetings. Students who wish to learn more about the Honor Council may contact the Chair or the Associate Dean. In addition to answering any inquiries by members of the

student body when requested, the Chair and Secretary will hold an informal meeting with the student body to explain the role of the Honor Council and answer any questions concerning it or the Honor Code. This meeting will occur prior to the Honor Council's electoral process and the Secretary will send a campus-wide email detailing the specific date, time, location, and purpose of the meeting.

### **Section 2.10 Emergency Hearings**

An emergency hearing may be authorized by the Associate Dean of the College and the Honor Council Chair in a case that requires immediate attention after Spring term has ended. Such a hearing would only require the presence of two student members (elected from the previous year) and one faculty member. These members will be chosen during Spring Term of the previous school year, and will plan a specific day they will return to campus for any emergency hearings. Likewise, an emergency hearing may be conducted via teleconference or other electronic means. The reported student does not have to be physically present. Furthermore, the reported student must be notified of the hearing and still has the right to make a statement. This statement could be in the form of a letter, email or via telephone.

### **Section 2.11 Annual Report**

Before the end of the academic year, the outgoing Chair shall submit a written report to the President of Augustana College on the condition of the Honor Code. A copy of this report shall be given to the next year's members of the Honor Council as well. These reports along with the minutes from meetings and hearings will be kept on file, so the Honor Council can review them if necessary.

### **Section 3: Reporting**

All reports filed will be kept in the Dean of Students Office. The administration and members of the Honor Council will have the authority to view the reports. No record or information concerning alleged Honor Code violations will be included in a student's permanent file, unless there has been a finding of guilt. Information in a student's permanent file will be reported to graduate schools and employers, etc.

Reports made at the end of spring term, or during the summer will be heard at the beginning of fall term for the following academic year unless moved to an emergency hearing by the Associate Dean of the College and the Honor Council Chair.

#### **Section 3.1 Student Reporting**

If a student member of the Augustana Community has reason to believe that someone has violated the Honor Code they should report the incident to the Honor Council. Forms will be available in the Academic Affairs Office and online. In order for the form to be valid, the reporter must include their ID number. The form will ask who, when, where the violation occurred and for a detailed description of what was witnessed. Students may also go to the faculty member and report the incident. Reports of academic dishonesty must be made to the Honor Council in a timely fashion following the incident, or at the discretion of the Honor Council.

#### **Section 3.2 Faculty, Staff, and Administrator Reporting**

When academic dishonesty (i.e., cheating, plagiarism) is observed or deduced from an evaluation of submitted work, faculty will not give credit for the test, examination, paper or assignment, and will not permit retaking or resubmitting the work. The faculty has agreed that the penalty for

academic misconduct may, at the discretion of the faculty member, be an "F" in the course, but must be an "0" for that piece of work.

If the incident is a first offense that is considered a minor violation of the Honor Code, a faculty member may recommend not sending the case on to the Honor Council. In this circumstance, a Minor Violation form is signed by the student and instructor, and the faculty member then submits the material and form to the Associate Dean. These materials are stored in a "first-instance" file in the Academic Affairs Office and checked against future cases. Second infractions result in a hearing with the Honor Council.

A more serious violation of the Honor Code warrants immediate referral to the Honor Council, so that it can be recorded and added to the student's file. The faculty member must fill out an Honor Council Reporting form that describes the incident, the individual(s) involved, the nature of the assignment, the severity of the violation, and the action taken. Reports of academic dishonesty must be made to the Honor Council in a timely fashion following the incident. If the incident is grievous and disciplinary action beyond the grade is necessary, or if it is not the first incident a student has had with academic dishonesty, then the accused individual shall be brought before the Honor Council.

Staff and administrators who become aware of a possible Honor Code violation will consult with the Dean of Students and the Associate Academic Dean to determine whether the incident is more appropriately handled as a violation of the Honor Code or as a violation of the Social Code of Conduct. If it is determined that the incident is a violation of the Honor Code, the Associate

Academic Dean will determine if it is a first and minor offense, or if it should be sent to the Honor Council.

### **Section 3.3 Self-Report**

Any individual may turn him or herself in to the Honor Council if they have violated the Honor Code. This will be reported the same way as in section 3.1.

### **Section 4: Informing the Accused**

In the case in which a student reports another student, a letter will be sent to the accused student's campus mailbox, and an email will be sent to the accused's Augustana email account. The letter will inform the student of the act of academic misconduct that is being brought against him or her, the procedures that will take place and the date of the hearing. The faculty member's whose class the incident occurred in will also be informed. If the council is unable to come into communication with the accused student, it will move ahead with the case by presuming the student is pleading "not responsible to the incident." It will then examine all available evidence to determine guilt and if further sanctions are necessary.

If a faculty member reports a student, the faculty member will handle informing the student of the incident and the grade received. In addition, the student will receive a letter and email from the Honor Council stating that the incident has been recorded. If further action is necessary, the Honor Council will inform the individual. Information on the appeals process will also be made available to the accused individual at this time.

A student accused of academic dishonesty in a class will not be permitted to drop the course involved until he/she have been cleared of the allegation or have the permission of both the instructor and the Honor Council.

### **Section 5: Evidence**

If the individual chooses to take responsibility for the incident it will not be necessary for the Honor Council to investigate the report and hold a hearing. The accused will come before the Honor Council and the Honor Council will discuss the sanction. The Honor Council will have the responsibility to investigate reported incidents, unless it is a situation in which the faculty member is handling the grade and no further actions are necessary. The investigation will consist of the Council or a designated member(s) of the Council speaking with the following individuals: the reporter, the accused, the faculty member, as well as, any other member of the community that has relevant information.

### **Section 6: Hearing**

#### **Section 6.1 Individuals Present**

Seven students and two faculty members of the Honor Council as well as the accused will be present for the entire hearing. The person filing the report of a violation of the Honor Code and any witnesses will only be present when they are providing statements. If a quorum for a hearing is not reached, the Honor Council may proceed if:

- a) The reported student has been notified that quorum was not achieved for the hearing;
- b) The reported student has been notified of the composition of the Council (# of students and # of faculty) normally present for the hearing;

- c) The reported student understanding (a) and (b) still wishes to proceed with the hearing despite a Council attendance below quorum. If the student does not wish to proceed, then the hearing will be conducted at a different time.

## **Section 6.2 Process**

The report identified in Section 3 will be given to the accused and the members of the Honor Council before the hearing. The Chair of the Honor Council will inform the individuals involved on how the hearing will run and what time they need to be present. One at a time, each individual who is presenting relevant information will be brought before the Honor Council. Each individual will have the opportunity to present their information and answer questions from the Honor Council. To find a student responsible for violating the Augustana Honor Code, a hearing committee must determine that clear and convincing evidence exists for a reasonable person to conclude that the charges are supported.

The following guidelines will be followed:

1. The charged student shall receive a fair hearing before a duly constituted, impartial hearing committee. If a student believes a member of the hearing committee will not be impartial, he or she should so state before the hearing. If a majority of the members of the hearing committee agree with the student that a member or members of the hearing committee are not impartial, that person or those persons shall be replaced with other members of the Honor Council.
2. The chair shall preside over the hearing and may exclude evidence from the hearing or stop questions, if the evidence or questions are not relevant to the matter heard.

3. The chair shall read the charge to the hearing committee in the presence of the charged student. The student shall be given the opportunity to respond to the charge, state observations and understandings of the circumstances upon which the charge is based, and present evidence and witnesses.
4. The charged student may be assisted during the hearing by an advisor of choice from among the current full-time students, faculty, administration or staff, but may not be assisted during the hearing by anyone else.
5. The charged student shall be present when witnesses appear. Following statements by witnesses, the charged student shall have the right to question them.
6. The charged student shall have the right to present information and witnesses on their own behalf.
7. The charged student has the right to be present throughout the entire hearing. However, the decision of the hearing committee shall be deliberated upon in private session.
8. The hearing committee shall base its decision only upon facts presented during the hearing.
9. All proceedings and testimony shall remain confidential except when the charged student requests in writing that the hearing be public. The chair of the hearing committee may respond to inquiries if a student publicly misrepresents the basis for the decision, but shall limit his or her comments to state that the proper rules were followed and to describe those rules. The chair should be careful in making statements and consult with the administration first.

10. All records of the hearing shall be regarded as confidential except when information is released for academic or counseling purposes by the Dean or Associate Dean of Students, or when the charged student chooses to make the records public.

11. The charged student shall be provided a record of the hearing upon request.

### **Section 6.3 Voting**

At the end of the hearing, the Honor Council will discuss the evidence presented and vote if the accused individual should receive further sanctions, or not receive further sanctions. A two-thirds vote is needed to find an individual warranted of further sanctions.

### **Section 6.4 Outcome of the Vote**

In instances where the Honor Council determined the accused to be not responsible/guilty for the act of academic misconduct, the individual's name will be removed from all records pertaining to the incident. In instances where the individual is found to be responsible for the incident, the Honor Council will then move to consider if additional sanctions are necessary alongside the mandatory mark on the student's permanent file and all mandatory grade penalties.

### **Section 7.0 Possible Sanctions**

Each case brought before the Honor Council will be handled on an individual basis. The Honor Council has the power to interpret the seriousness of an offense and decide on a proper sanction. In instances where academic dishonesty was undetected by the faculty member, the Honor Council will recommend that the faculty member award a "0" for the assignment, and in more egregious situations, an "F" for the course. The Council may place a student on social probation as a sanction for academic dishonesty. A student on social probation is suspended from certain

extracurricular activities as decided by the Honor Council. Also, a student may be required to attend tutoring sessions in the Reading and Writing Center covering citation protocol and may be assigned a paper on a specific academic integrity topic. A second offense or a more extreme first offense usually will result in dismissal for academic misconduct (for one or more terms). The Honor Council has the authority to expel a student from the Augustana community if the academic offense is grievous, regardless of the student's record.

## **Section 8: Appeals**

### **Section 8.1 Grade Appeals**

Grades (either for a particular assignment/exam or for the course) assigned by the faculty in instances of academic dishonesty may be appealed to the Associate Dean of the College. The Honor Council will not have the authority to change the assigned grade. The appeal must be made within twelve days of the date the decision is sent to the student.

### **Section 8.2 Honor Council Decision Appeals**

A student may appeal the Honor Council's decision to the President of the College, but must do so within ten academic days of the date the decision of punishment is sent to the student. The student does not have a right to a second hearing; the appeals should be made in writing. The President may discuss with the members of the hearing committee before making a decision. The President will look over the case using the following criteria:

1. Were the college's policies and procedures followed in all material respects? If not, did the error cause a material disadvantage to the student?

2. Is there significant newly discovered evidence that could not have reasonably been discovered at the time of hearing? If so, the President resubmits the matter to the hearing panel.
3. Is the determination of guilt a result of an abuse of the hearing panel's discretion (that is no reasonably hearing panel could make the same conclusion)?
4. Is the determination of a penalty without a reasonable basis?

A student who is dismissed from the college may make a written appeal to the Board of Trustees whose decision shall be final.

## **Section 9: Amendments**

### **Section 9.1 Amendments to the document**

Any member of the Honor Council may propose an amendment to the Honor Code. The proposed amendment will pass with a two-thirds vote of the Honor Council. Then the Student Government Association may provide an advisory vote. The Faculty Senate must vote on the proposed amendment and a majority vote will be necessary to pass the amendment.

### **Section 9.2 Review of the Honor Code**

The Honor Code should be reviewed every two years by members of the Honor Council and the Educational Policies Committee.