

1	Texas Christian University Undergraduate Academic Honor Code
2	November 16, 2010
3	TCU Academic Honor Code Statement
4	<i>As a member of the TCU community, I will work to actively create an environment of</i>
5	<i>academic integrity. On my honor, I will not participate in any form of academic</i>
6	<i>misconduct.</i>
7	Spirit of the Academic Honor Code
8	The primary objectives of the Academic Honor Code (hereafter referred to as the
9	Honor Code) are to promote continued awareness of academic integrity, to challenge
10	students to grow ethically, to define a standard of academic integrity, and to entrust
11	part of the responsibility for that standard with the student body. The purpose is to
12	foster an increasingly proactive mindset that leads students to involve themselves in
13	upholding the integrity, value, and quality of their education.
14	A student-led honor system raises the expectations for the student body and lays the
15	foundation for students to develop ethical leadership through real experience. It
16	helps create a culture in which faculty, administration, and students work together
17	for the sake of academic integrity. It entrusts the process of enforcing academic
18	honesty to students, as well as to the administration and faculty, allowing every
19	member of the TCU community the opportunity to internalize a deeper commitment
20	to ethical conduct.
21	Goals
22	• Increase awareness of and encourage student accountability for academic
23	integrity
24	• Fulfill the TCU mission statement on ethical leadership
25	• Enhance the instructor-student relationship
26	• Decrease academic misconduct and create a culture at TCU that regards
27	academic misconduct as unacceptable
28	Honor Concepts
29	• The community supports doing what is right, not just following the rules, by
30	taking positive action in upholding integrity
31	• Honor protects the instructor-student mentor relationship, while establishing
32	student responsibility for maintaining academic standards

33	<ul style="list-style-type: none"> The Honor Code will exercise fair, impartial, and consistent treatment of all students
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35	<ul style="list-style-type: none"> Students participate in preventing and speaking out against academic misconduct
36	Academic Misconduct
37	<p>Consistent with Section 3.4 of the Code of Student Conduct, any act that violates the academic integrity of the institution is considered academic misconduct. Specific examples include, but are not limited to:</p>
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40	<u>Cheating</u>
41	Includes, but is not limited to:
42	<ol style="list-style-type: none"> Copying from another student's test paper, laboratory report, other report, or computer files and listings; Using, during any academic exercise, material and/or devices not authorized by the person in charge of the test; Collaborating with or seeking aid from another student during a test or laboratory without permission; Knowingly using, buying, selling, stealing, transporting, or soliciting in its entirety or in part, the contents of a test or other assignment unauthorized for release; Substituting for another student or permitting another student to substitute for oneself, to take a test or other assignment or to make a presentation.
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53	<u>Plagiarism</u>
54	<p>The appropriation, theft, purchase, or obtaining by any means another's work, and the unacknowledged submission or incorporation of that work as one's own submitted for credit. Appropriation includes the quoting or paraphrasing of another's work without giving proper credit.</p>
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58	<u>Collusion</u>
59	The unauthorized collaboration with another in preparing work offered for credit.
60	<u>Abuse of resource materials</u>
61	Mutilating, destroying, concealing, or stealing such material.
62	<u>Computer misuse</u>
63	<p>Unauthorized or illegal use of computer software or hardware through the TCU Computer Center or through any programs, terminals, or freestanding computers</p>
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65	owned, leased, or operated by TCU or any of its academic units for the purpose of
66	affecting the academic standing of a student.
67	<u>Fabrication and falsification</u>
68	Unauthorized alteration or invention of any information or citation in an academic
69	exercise.
70	a. Falsification involves altering information for use in any academic exercise.
71	b. Fabrication involves inventing or counterfeiting information for use in any
72	academic exercise.
73	<u>Multiple submission</u>
74	The submission by the same individual of substantial portions of the same academic
75	work (including oral reports) for credit more than once in the same or another class
76	without authorization.
77	<u>Complicity in academic misconduct</u>
78	Helping another to commit an act of academic misconduct.
79	<u>Bearing False Witness</u>
80	Knowingly and falsely accusing another student of academic misconduct.
81	<u>Additional Academic Honor Code Violations</u>
82	<i>Unauthorized Test or Assignment Banks</i>
83	Creating, maintaining, accessing, promoting, or any other use of an unauthorized test
84	or assignment bank including, but not limited to, tests, quizzes, lab reports, papers,
85	or finals (refer to lines 48-50).
86	<i>Communication of Unapproved Class Information</i>
87	The unapproved sharing of any information with another student related to what is or
88	is not on a coming assessment, if or if not there is a quiz or other unannounced
89	assessment, or any other communication of information about the class that will
90	provide an advantage to another student in another section or who has not taken the
91	assignment being discussed (refer to line 78).
92	<i>Grade Coercion</i>
93	Using inappropriate or unethical means in an attempt to persuade an instructor to
94	change a grade.

95	Handling Violations
96 97 98 99 100 101 102 103	<p><i>The spirit of this document includes a sense of shared responsibility within the student body. Students are expected to abide by the code and to encourage others to do so as well. Once a student suspects that another student is guilty of academic misconduct, he or she should report the incident directly to the course instructor or other appropriate academic official within five (5) academic days. The suspected student reserves the right to refer his or her case to the Student Integrity Council at any point before the case reaches the Academic Appeals Committee. A case may only be referred to the Student Integrity Council once.</i></p>
104 105 106 107 108 109 110	<p><i>Self Referral: Any student who commits academic misconduct or believes that he or she might have been involved in academic misconduct is to take one of the following actions within five (5) academic days of becoming aware of the incident:</i></p> <ul style="list-style-type: none"> a. Report him or herself to the instructor of that course who would then follow the procedures outlined under instructor referral; or b. Turn in an Academic Misconduct Report to the Student Integrity Council. The student has the option of reporting this action to the instructor.
111	Instructor Referral
112 113 114 115 116 117 118 119 120 121 122	<p><i>If an instructor has reason to believe, through personal observation or a report from another, that a student has committed a violation in his or her course, he or she is to, within seven (7) academic days, decide whether there is sufficient reason for further action. If sufficient reason is not found, the matter is considered closed. If sufficient reason is found, the instructor may do one of the following:</i></p> <ul style="list-style-type: none"> a. After further consideration, dismiss the incident without prejudice; or b. Meet with the student suspected of misconduct to discuss the allegation. Within three (3) academic days after the meeting the instructor will choose to either dismiss the incident or apply any combination of appropriate sanctions outlined below. In the case of group assignments, the instructor may decide appropriate sanctions for each student individually.
123	<p><u>Sanctions available to the Instructor</u></p>
124 125 126 127 128 129 130 131 132	<ul style="list-style-type: none"> a. Grant no credit for the examination or assignment in question (treated as a missed assignment). b. Assign a grade of F (or a zero) for the examination or assignment in question. c. Recommend to the academic dean that the student be dropped immediately from the course with a grade of F. d. Recommend to the academic dean that the student be placed on probation, suspended, or expelled from the University. e. Refer the matter to the Integrity Council by submitting an Academic Misconduct Report.
133	The Student Integrity Council

134 Student Integrity Council Membership

- 135 a. Those wishing to serve on the Student Integrity Council must have completed one
136 semester at TCU, be in good standing with their college, and have never been
137 found guilty of academic misconduct. If the candidate meets these criteria then
138 he or she may submit an “Application for Student Integrity Council Selection” to
139 their dean.
140 b. Each dean will select up to 4 students to act as representatives on the Student
141 Integrity Council.

142 Executive Board Membership

- 143 a. The Executive Board shall consist of a Chair, a Vice Chair, a Secretary, and one
144 at-large appointee.
145 b. Selection of the Executive Board shall occur as follows: existing members of the
146 Student Integrity Council shall fill out the “Application for Executive Board of
147 the Student Integrity Council” and submit it to the Office of the Provost for
148 selection of a Chair and Vice Chair of the Student Integrity Council.
149 c. The Secretary of the Executive Board shall be selected by a majority vote of the
150 members of the Student Integrity Council.
151 d. The Chair, in consultation with the Vice Chair, shall appoint one at-large member
152 to the Executive Board.

153 Case Panel

154 When the need for a Case Panel arises, the Executive Board will select five (5)
155 students from the Student Integrity Council and (2) two full-time faculty members to
156 constitute a Case Panel. The faculty members should not be chosen from the same
157 college as the student or instructor involved in the case, nor should they be members
158 of the Academic Appeals Committee. The Case Panel reviews matters directed to it
159 by the Executive Board including Student Appeals of Sanctions and Academic
160 Misconduct Reports. It then is responsible to create and distribute a summary report
161 on the matter in the fashion and time frame described below. Any verdicts and/or
162 sanctions must be approved by a majority vote of the Case Panel.

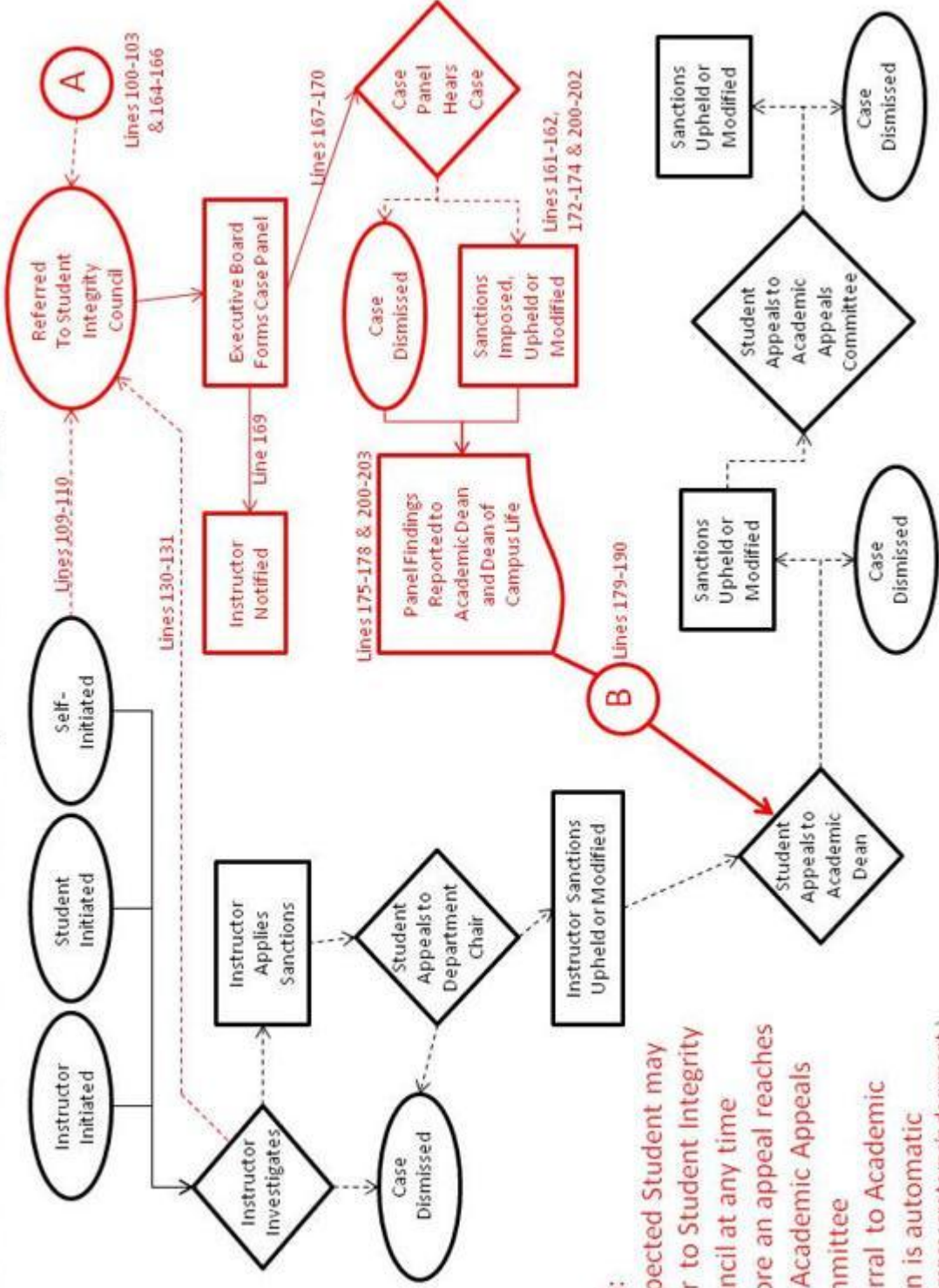
163 **Student Appeal of Instructor's Sanctions (refer to lines 130-131)**

- 164 • Within five (5) academic days of being notified of the instructor's decision the
165 student may, in writing, request that the matter be taken up by the Student
166 Integrity Council.
167 • Within five (5) academic days of being notified, the Executive Board of the
168 Student Integrity Council will select a Case Panel to ascertain the facts and
169 arrange to meet with the parties (including the instructor and suspected student)
170 involved in the case. The student has the right to meet with the Case Panel

171	without the instructor being present.
172	<ul style="list-style-type: none"> • The Case Panel may either support or reverse the findings of the instructor, or may lessen the sanction(s) imposed by the instructor even while supporting the findings. The Case Panel may not increase the severity of the sanction(s).
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176	<ul style="list-style-type: none"> • Within ten (10) academic days of its appointment, the Case Panel will, on behalf of the Student Integrity Council, notify the student and instructor of its decision and reasoning for it in writing and will send copies to the academic dean and the Dean of Campus Life.
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180	<ul style="list-style-type: none"> • After reviewing the case panel’s report the academic dean will, within ten (10) academic days of receipt of the report, hear the facts of the case and make a decision about the alleged act of academic misconduct or the appropriateness of the sanctions administered by the instructor or the Case Panel. The dean shall then take one of the following actions. <ul style="list-style-type: none"> a. Dismiss the case without prejudice; b. Endorse the sanctions originally imposed by the instructor; c. Enact the recommendations of the Student Integrity Council. d. Enact any combination of the sanctions listed above as “Available to the Instructor” instead of, or in addition to, those recommended here in item b. <p>The Dean will then meet separately with first the instructor and then the student to inform them of the decision.</p> <p style="text-align: center;">Student Integrity Council Hearing in Response to an Academic Misconduct Report (Self Referral or Instructor Referral)</p> <ul style="list-style-type: none"> • Academic Misconduct Reports will be directed to the Executive Board of the Student Integrity Council which will then appoint a Case Panel. • Within five (5) academic days of being notified, the Executive Board of the Student Integrity Council will select a Case Panel to ascertain the facts and arrange to meet with the parties (including the instructor and the suspected student) involved in the case. The student has the right to meet with the Case Panel without the instructor being present. • Within ten (10) academic days of its appointment, the Case Panel will, on behalf of the Student Integrity Council, declare a verdict and declare any recommended sanctions. It then will notify the student, instructor, academic dean, and Dean of Campus Life of its findings and recommendations. • After reviewing the case panel’s report the academic dean will, within ten (10) academic days, hear the facts of the case and make a decision about the alleged act of academic misconduct or the appropriateness of the sanctions administered by the instructor or the Case Panel. The dean shall take one of the following actions.
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209	a. Dismiss the case without prejudice;
210	b. Enact the recommendations of the Student Integrity Council;
211	c. Enact any combination of the sanctions listed as “Available to the Instructor”
212	instead of, or in addition to, those recommended here in item b.
213	The Dean will then meet separately with first the instructor and then the student to
214	inform them of the decision.
215	Academic Appeals Committee
216	Should the student wish to appeal the decision of the academic dean, he or she has
217	the right to request a hearing before the Academic Appeals Committee.
218	• The student must request this hearing by submitting an appeal letter to the chair of
219	the university Academic Appeals Committee no later than ten (10) academic days
220	from the date of receiving written notification of the dean’s decision.
221	• Upon receipt of the appeal letter, the chair of the Academic Appeals Committee
222	may request materials from the student, the instructor, the department chair,
223	and/or the dean.
224	• The appealing student has the right to appear before the Academic Appeals
225	Committee. The student may bring one person with him or her as an advisor. The
226	advisor may not speak for the student or to the committee without the consent of
227	both the student and the committee. The advisor may only speak to the
228	committee when in the company of the student. The student must inform the
229	University five (5) academic days in advance if his or her advisor is an attorney in
230	order for the University to also have an attorney present. Each party shall bear the
231	expense of his or her legal counsel. Legal counsel is to provide counsel only and
232	may not participate directly in the meeting. The meeting is an administrative
233	hearing, not a court proceeding, and is not subject to the procedures or practices
234	of a court of law.
235	As a result of the hearing the Academic Appeals Committee may
236	a. Dismiss the case without prejudice;
237	b. Uphold the decision of the academic dean;
238	c. Enact additional sanctions previously listed above under sanctions available to
239	the instructor, instead of, or in addition to, those recommended here in item b.

Academic Honor Code Flowchart (additions in Red)



NOTES:
A: Suspected Student may refer to Student Integrity Council at any time before an appeal reaches the Academic Appeals Committee
B: Referral to Academic Dean is automatic
 (Line references are to main document.)