



ALLEGHENY COLLEGE

HONOR CODE

The Academic Honor Program is designed to promote individual responsibility and integrity in academic affairs and to develop an atmosphere conducive to serious independent scholarship. Allegheny's Honor Code is different than those of many other colleges because it is a student code, developed and upheld by the students themselves rather than imposed by the College administration.

A voluntary honor system was established in 1960, and by 1962 over two-thirds of the student body participated in the program. The following year, the student body voted to make the honor program mandatory. This decision, also approved by the faculty and administration, first applied to the class that entered the College in 1964. Every three years since 1990, the Honor Committee conducts a student referendum to determine if the student body wishes to continue the honor system. The Honor Code has consistently been supported by an overwhelming majority of students. The Honor Program operates under the following Honor Code:

ARTICLE I

The Honor Program shall apply to all work submitted for academic credit or to meet non-credit requirements for graduation at Allegheny. This includes all work done in class (examinations, quizzes, and laboratory work), all papers, and any other material so designated by the instructor. All students who have enrolled in the College will work under the Honor Program. The College assumes that the integrity of each student and of the student body as a whole will be upheld. A primary responsibility of each student is the maintenance of honesty in one's own academic work. In addition, it is the moral obligation of each student to help maintain the integrity of the entire College community.

ARTICLE II

By virtue of matriculation in the College, each student acknowledges the following: *I hereby recognize and pledge to fulfill my responsibilities, as defined in the Honor Code, and to maintain the integrity of both myself and the College community as a whole.*

ARTICLE III

Section 1

If one student observes another committing what appears to be an act of dishonesty in academic work it is the observer's responsibility to take the appropriate action. Students are encouraged to inform either the instructor or a member of the Honor Committee. However, whatever action the observer takes must fulfill the obligation to uphold the integrity of the College community. Failure to do so is as injurious to the honor of the College community as is the observed act of dishonesty and constitutes an infraction of the Honor Code.

Section 2

The following practices are considered to be violations of the Honor Code in examinations, tests, quizzes; in laboratory and computing exercises; and in any other assigned coursework: any attempt to receive or give unauthorized assistance from written, printed, or recorded aids, from any person, or from another's work. Any attempt to receive or give unauthorized assistance by means of an electronic device (cell phones, PDAs, etc.) is also a violation of the Honor Code.

Section 3

Plagiarism is defined as using the ideas or words of another without citing the sources from which the ideas or words are taken. In take-home examinations, papers, and reports, the following must be carefully observed:

- A. Any sequence of words taken verbatim from another source not original with the student must be enclosed in quotation marks and its source fully and accurately identified. Such material must be quoted accurately.
- B. Any sequence of words taken verbatim from any other work of the student must be enclosed in quotation marks and its source fully and accurately identified. (See Section 4)
- C. Where the ideas of another are paraphrased or interpreted, quotation marks cannot be used. In these cases, the student must fully and accurately cite the source. In addition, the language and sentence structure must be that of the student and not of the original source author. While each instructor who assigns a paper, report, or examination may direct students to a particular style for footnote and bibliographic documentation, the rules noted above must be followed. Ignorance here or in any other part of the code is no excuse.

Section 4

No work submitted for one course may be submitted also for another course except with the explicit approval of both instructors.

Section 5

Instructors are expected to explain their policies regarding help received in any assigned work for their course to each class at the start of each term, preferably including the material in a printed syllabus for the course. However, it remains the student's responsibility to know and to understand these policies.

ARTICLE IV

Section 1

Tests and examinations at Allegheny need not be proctored. Instructors may remain in the room or in a nearby room but must remain in the building to be available to answer questions that may arise during the course of the examination.

Section 2

Examinations are confined to the building in which they are given. Students shall have freedom of movement within that building. Students may not leave the building or take materials related to the exams into restrooms unless explicitly permitted to do so by the instructor, or unless the instructor declares the test to be written at home or other parts of the campus. Additionally,

exams may not be taken behind a locked door. It is the student's responsibility to ensure that the door to the room remains unlocked during the entire exam.

Section 3

Regardless of where the test or examination is taken, the student is responsible for obtaining any changes or corrections. Instructors are not under obligation to search out students to provide this information. Furthermore, the exam must be handed in at the time requested.

Section 4

In recognition of the responsibilities of the Honor Program, a student, when submitting a test or paper, shall sign their full name in signature. If a student neglects to do this, the instructor must notify the student and allow an opportunity for signing the paper. Moreover, work is not to be considered as graded until the signature appears. The lack of a signature does not exempt any work from the Honor Code. For electronically submitted assignments, each professor may determine how their students will recognize the pledge.

HONOR COMMITTEE CONSTITUTION

ARTICLE I

Section 1

Name. The name of this organization is the Allegheny College Honor committee.

ARTICLE II

Section 1

Composition. The Honor Committee is composed of 12 students, four drawn from each of the sophomore, junior, and senior classes.

Section 2

Selection. By May 1 of each academic year, the current membership of the Committee will select four students from among the rising sophomore class who are in good academic and social standing to serve for a term of three years. Their term begins with graduation day for that year.

Section 3

Vacancy. If a member of the committee resigns or is removed, the committee will select a student from the class having lost representation to serve the unexpired term of that individual.

Section 4

Approval. A candidate for membership must be approved by a majority of the current full membership of the Honor Committee. The Honor Committee will submit names of new members to the Campus Life and Community Standards Committee for approval.

Section 5

Honor Committee members may be removed by a two-thirds vote of the remaining members for any of the following reasons:

A. Violation of the Honor Code.

- B. Violation of College regulations, leading to disciplinary action.
- C. Withdrawal from the College.
- D. Failure to fulfill responsibilities of membership.

Section 6

Chair. Prior to the conclusion of the academic year, the committee will elect a chairperson to serve for the ensuing academic year. The chairperson will be chosen from the members representing the rising junior and senior classes.

Section 7

Advisors. The Committee will choose a Faculty Advisor at its discretion. A representative of the Dean of Students will be chosen by the Committee to serve as an administrative liaison. Both may be present at all meetings.

ARTICLE III

Section 1

Duties. The duties of the Honor Committee are:

- A. To educate members of the College community regarding the provisions of the Allegheny College Honor Code and their rights and responsibilities under it.
- B. To revise the Honor Code when necessary.
- C. To hold a preliminary review when a student is charged under the Honor Code and to determine whether there are substantial facts to forward the case to the Campus Life and Community Standards Committee for a hearing.
- D. To hold a referendum of the student body to determine whether the Honor Code shall remain a part of the Allegheny community. This referendum shall be held in the second semester of every third year with the first referendum being held in 1990. A majority of the students in the three rising classes must vote to affirm the Code in order to keep the Code.

Section 2

Meetings. The Honor Committee will meet weekly during the academic term.

ARTICLE IV

Section 1

Review Panel. A modified review panel will be assigned in cases referring to Article IV; Section 5. When the Committee receives a charge, the chair will appoint a Review Panel consisting of three committee members under the charge of a Panel Moderator.

- A. The Panel Moderator will appoint a Panel Secretary, who will take notes.
- B. If a member of the Honor Committee feels too great an involvement with any of the principals in a case, is a party to the case, or feels unable to render an impartial decision, that member may be excused by decision of the chair.

Section 2. Preliminary Procedure

Before an Honor Committee Review Panel is called, the Panel Moderator will make initial contact with the accused student. The student will be informed of the following as it applies to the Review Panel:

- time, date, and place of Review Panel meeting;

- specific Honor Code sections that have been allegedly violated;
- that the student is permitted and encouraged to be accompanied by another member of the College community as a Community Support;
- that the student is permitted and encouraged to speak on his/her own behalf and to present a written statement that contains relevant information and facts;
- that the student is permitted and encouraged to bring relevant and necessary witnesses to the Review Panel meeting;
- that the student can decline to answer a question which may result in self-incrimination. (The student who chooses this action does so with the full knowledge that all aspects of the student conduct process will continue.);
- that the student is permitted and encouraged to read the Honor Committee Report that is developed by the Review Panel. The report is generated only when a possible violation is forwarded to the Campus Life and Community Standards Committee. The report is available in the Dean of Students office.

Section 3. Review Panel's Responsibilities

- A. The Review Panel should interview the accuser(s) and the instructor of the course in question during the course of its investigation. Additionally, any prospective witnesses should be questioned.
- B. The Review Panel shall inform the accused student(s) of the time and place of the meeting.
- C. Review Panels should be recorded on tape. This tape will be kept by the Moderator until the process is concluded and all right of appeal exhausted, after which it will be erased or destroyed. The tape is the property of Allegheny College. Additionally, notes will be taken during the Review Panel meeting and during any interviews conducted. Each party will review and sign the notes attributed to him/her.
- D. Review Panels will be conducted in confidence, with only one person testifying at a time. When the Review Panel convenes, the Moderator will proceed as follows:
 1. Review the procedure as outlined in Section 2: Preliminary Procedure.
 2. Read the accusation.
 3. Inform the accused of the Honor Committee's responsibilities and of the purpose of the Review Panel meeting.
 4. Ask the student whether he/she understands the purpose of the Review Panel, and for any opening remarks.
 5. Ask for the accused's closing statement. Allow him/her to read, correct, and sign the Review Panel notes, thereby verifying the accuracy.

After the inquiry is completed, the Review Panel will discuss all substantial facts. The Review Panel will then make a recommendation to the full Honor Committee using the "more likely than not" standard. Technical rules of evidence, such as may apply in civil or criminal courts of law, do not apply to the Review Panel meeting.

Section 4. Concluding

- A. At its next meeting, the Honor Committee will make a decision regarding the recommendation of the Review Panel. A majority of the total membership of the Honor Committee will be required to forward a case to the Campus Life and Community Standards Committee. The Honor

Committee will consider all substantial facts and base their decision by using the “more likely than not” standard. The accused will be notified in writing of the Honor Committee’s decision.

- B. If a member of the Honor Committee is involved in a case apart from their role as a Committee member, they should be excused during all discussion of the case.
- C. In the event the Honor Committee decides not to forward a case to the Campus Life and Community Standards Committee - all materials concerning the case will be removed from the student’s educational records.
- D. The Honor Committee will notify the course instructor and the accuser of its decision and report the results to the Dean of Students Office.
- E. If the case is forwarded to the Campus Life and Community Standards Committee, an Honor Committee Report will be submitted to the Dean of Students Office by the Panel Moderator, along with the written and typed statements of the accused, accuser(s), and instructor. Additionally, the Moderator or another member of the Review Panel will be required to attend the Campus Life and Community Standards Committee hearing to present the facts and information gathered by the Panel.

Section 5

If the accused student voluntarily acknowledges to the modified review panel that he or she has violated the Honor Code prior to the full Honor Committee vote, the case will proceed as follows granted that it is a first offense. Before a final decision is reached, the student reserves the right to revert back to the formal process involving the Campus Life and Community Standards Committee. In the event that the case is not the student’s first offense, the case will revert back to the formal process that includes a hearing with the Campus Life and Community Standards Committee.

1. A meeting will be set up between the accused, the professor of the course, a member of the Honor Committee and a representative from the Dean of Students Office to discuss and resolve the Honor Code violation.
2. The professor of the course determines how he or she will handle grading the assignment as well as the final outcome of the course.
3. The representative from the Dean of Students Office, in consultation with the Honor Committee representative, will place a sanction on the student. The course and the college sanctions can be appealed by the student to the Honor Committee, which will begin the review process anew.

ARTICLE V

Section 1

Honor Code Amendments. The Honor Code may be amended by a three-fourths vote of the full membership of the Honor Committee in consultation with Faculty Council and the Dean of Students Office.

ARTICLE VI

Section 1

Constitutional Amendments. This constitution may be amended by a three-fourths vote of the full membership of the Honor Committee in consultation with the Dean of Students Office.
(Revised April 2010)