



Rollins College Academic Honor Code

The Philosophy of the Academic Honor Code

Integrity and honor are central to the Rollins College mission to educate its students for global citizenship and responsible leadership. Rollins College requires adherence to a code of behavior that is essential for building an academic community committed to excellence and scholarship with integrity and honor. Students, faculty, staff, and administration share the responsibility for building and sustaining this community. Each student matriculating into Rollins College must become familiar with the Academic Honor System. The College requires that students be able and willing to accept the rights and responsibilities of honorable conduct, both as a matter of personal integrity and as a commitment to the values to which the College community commits itself. It is the responsibility of instructors to set clear guidelines for appropriate conduct and adherence to the Honor Code in their courses. It is the responsibility of students to honor those guidelines and to obtain additional clarification if and when questions arise about possible violations of the Honor Code.

I. The Honor Pledge and Reaffirmation

Membership in the student body of Rollins College carries with it an obligation, and requires a commitment, to act with honor in all things. The student commitment to uphold the values of honor - honesty, trust, respect, fairness, and responsibility - particularly manifests itself in two public aspects of student life. First, as part of the admission process to the College, students agree to commit themselves to the Honor Code. Then, as part of the matriculation process during Orientation, students sign a more detailed pledge to uphold the Honor Code and to conduct themselves honorably in all their activities, both academic and social, as a Rollins student. A student signature on the following pledge is a binding commitment by the student that lasts for his or her entire tenure at Rollins College:

The development of the virtues of Honor and Integrity are integral to a Rollins College education and to membership in the Rollins College community. Therefore, I, a student of Rollins College, pledge to show my commitment to these virtues by abstaining from any lying, cheating,

or plagiarism in my academic endeavors and by behaving responsibly, respectfully and honorably in my social life and in my relationships with others.

This pledge is reinforced every time a student submits work for academic credit. Students shall add to the paper, quiz, test, lab report, etc., the signed statement:

“On my honor, I have not given, nor received, nor witnessed any unauthorized assistance on this work.”

Material submitted electronically should also contain the pledge; submission implies signing the pledge.

II. Definitions of Academic Honor Code Violations:

1. PLAGIARISM. Offering the words, facts, or ideas of another person as your own in any academic exercise.

2. CHEATING. Using or attempting to use unauthorized materials, information, or study aids in an academic exercise. This includes sharing knowledge of previously administered or current tests. The keeping of tests, papers, and other assignments belonging to former students is prohibited. Use of external assistance (e.g., books, notes, calculators, conversations with others) in completing an "in class" or "take home" examination, unless specifically authorized by the instructor, is prohibited.

3. UNAUTHORIZED COLLABORATION. Collaboration, without specific authorization by the instructor, on homework assignments, lab reports, exam preparations, research projects, take home exams, essays, or other work for which you will receive academic credit. It is assumed that an assignment must be completed independently unless otherwise noted by the instructor.

4. SUBMISSION OF WORK PREPARED FOR ANOTHER COURSE. Submitting the same work, in whole or in part, for multiple courses (including multiple attempts of a single course) without the consent of all instructor(s) involved.

5. FABRICATION. Misrepresenting, mishandling, or falsifying information in an academic exercise. For example, creating false information for a bibliography, inventing data, or representing a quotation from a secondary source (such as a book review or a textbook) as if it were a primary source.

6. FACILITATING ACADEMIC DISHONESTY. Helping another student commit an act of academic dishonesty.

7. VIOLATION OF TESTING CONDITIONS. The specific conditions of each testing environment may be modified by the professor. Otherwise, it is assumed that testing conditions will include, but are not limited to, prohibition of electronic device use at any point (phone or other), communication between students, and possession of readily available notes during the assessment. Working past the allotted time, checking a phone during the testing period, failing to properly stow one's belongings including notes, electronics, and study guides are just a few examples of situations in which test conditions may be considered to be violated.

8. LYING. Lying is the making of a statement that one knows to be false with the intent to deceive. It includes actions such as (a) lying to faculty, administrators, or staff, and (b) lying to a member of the Honor Council.

9. FAILURE TO REPORT AN HONOR CODE VIOLATION. Failure to report occurs when a student has knowledge of or is witness to an act in violation of the Academic Honor Code and does not report it within ten class days.

III. Reporting a Violation

Because academic integrity is fundamental to the pursuit of knowledge and truth and is the heart of the academic life of Rollins College, it is the responsibility of all members of the College community to practice academic integrity and report apparent violations. All students, faculty, and staff are required to report violations through the appropriate channels (the electronic referral form found on the Rollins website) to the Academic Honor Council for disposition. Referrals will be made through the Dean of the Faculty's office.

1. If a faculty member has reason to believe that a violation of the Academic Honor Code has occurred, he/she may have an initial meeting with the student to determine if a violation has occurred. If the faculty member believes that a violation has occurred he/she is required to report it. This initial meeting is to clarify if a violation has occurred and not to determine if a known violation is to be reported.

2. If a student has reason to believe that a violation of academic integrity has occurred, he/she is required to report it to the Academic Honor Council. The student that has witnessed a violation can, but is not required to, encourage the student suspected of the violation to self-report. If the student refuses to self-report, then the student that witnessed the violation must report it to the Academic Honor Council.

3. Staff members that believe they have witnessed a violation must refer the case to the Honor Council for disposition.

Complaints will be filed through the Office of the Dean of the Faculty and are simultaneously sent to the Academic Honor Council through the online submission process. Allegations must be submitted within ten days of the discovery of the alleged violation. Complaints against graduating seniors must be submitted by the date senior grades are due to allow time for an investigation before graduation. The complaint should indicate all relevant details, including names of witnesses and must include the name of the referrer.

IV. Disposition of Cases

Reports of violations may be resolved through Self-Referral, or by informal or formal Resolution through the Academic Honor Council. It is possible to consider Academic Honor Code charges other than those listed in the referral that are based upon the facts of the case. A student accused of an honor violation may not withdraw or exercise the late credit/no credit option from the applicable course once the referral has been made. Any pending or emerging honor code violation will be adjudicated to its completion regardless of whether the student remains in good standing, has withdrawn, is on leave, suspended or dismissed from the College.

V. Self-Referral

Students who commit acts of academic dishonesty may demonstrate their renewed commitment to academic integrity by reporting themselves to the Office of the Dean of the Faculty before someone else has reported the violation. Students may not exercise the self-referral option more than once during their enrollment at the College.

1. If a student self-reports, then the student will not go before the Academic Honor Council. Instead, the Academic Honor Council will notify the Dean of the Faculty or a designee and the faculty member involved. The Dean or designee shall then convene a conference between the student and the faculty member. The purpose of this conference will be to ensure that the self-referral provisions of this Code are followed and to levy a sanction. A written record of the outcome of the self-referral conference will be filed with the Office of the Dean of the Faculty.
2. In all cases where a student self-reports, the student will be required to successfully complete the non-credit integrity seminar assigned by the Academic Honor Council. The student will be placed on Academic Honor Probation. The faculty member has the discretion to reduce the student's grade for the academic exercise, failing grade on the assignment, a zero on the assignment, a grade reduction in the course in which in violation occurred, or a failing grade in the course. The "HF" (Honors Failure) designation, however, will not apply.
3. Self-referrals must be made in a timely manner.

VI. Resolution through Academic Honor Council

The Academic Honor Council investigates and adjudicates reported cases not resolved through self-referral.

1. Purpose of the Academic Honor Council. The Academic Honor Council hears cases of alleged academic honor code violations, determines responsibility, and assigns academic penalties. It must be noted that the first duty of the Academic Honor Council in a hearing is to determine responsibility. Sanctions should only be discussed after responsibility has been determined. The Academic Honor Council provides opportunities for student, faculty, and staff service. Faculty participation in the process is crucial for historical consistency and guidance, and the faculty will designate two advisors to the Academic Honor Council. An additional role of the Academic Honor Council is to educate the Rollins College community about the honor system and academic integrity.

2. Membership. The Academic Honor Council shall consist of a minimum of fourteen and a maximum of twenty student members who shall be selected through an application process administered by the Dean of the Faculty's Office. The Dean of the Faculty screens applicants for minimal GPA and forwards qualified applicants to the Academic Honor Council, which reviews the applications, holds interviews, and recommends acceptable applicants to the Dean of the Faculty. Applicants submit a written application including a personal statement explaining why they believe integrity is important and why peer review is essential as well as a recommendation from a faculty member at Rollins. In this application, students should explain any conduct infractions for which they may have been held responsible, and why such events, if any, should not remove them from consideration for the Academic Honor Council. All full time CLA and Holt students are eligible. A minimum GPA of 3.0 is required.

The office term for members of the Academic Honor Council will terminate upon graduation. Students shall be removed from the Academic Honor Council if they are found to be in violation of the Academic Honor Code, or if they have been placed on academic, disciplinary, community, or resident hall probation. The Academic Honor Council will hold a required training session for members and advisors. This will be conducted at the end of the spring term, and on a rolling basis if students are appointed to the Academic Honor Council at any time during the academic year. Elections for the Officer positions of the Council will take place in the spring semester and will be followed by an appropriate orientation for each newly appointed officer.

3. Officers. Officer positions are open to students from both CLA and Holt. There shall be a Chair, Vice-Chair, Secretary, and Education Coordinator. These four officers, and the staff advisor (or Dean of Faculty's designee), shall comprise the Executive Committee. The Chair must have served for at least one year on the Academic Honor Council (except during the transition year of this policy). The Chair shall preside over Academic Honor Council meetings and shall decide questions of procedure and interpretation. The decision of the Chair is subject to

veto of two thirds of the Academic Honor Council members. The Vice Chair serves as chair in the absence of the Chair. The Secretary shall keep a record of all meetings, a record of findings and a brief summary of the facts of the case and penalties imposed. The Education Coordinator will be responsible for student body education and new member orientation. The Vice Chair, Secretary, and Education Coordinator shall participate in discussions and shall be voting members of the Council. All communication to an accused student will come from the Academic Honor Council Chair, supported by the Office of the Dean of the Faculty. Annually, the Chair shall prepare a report of the activities of the Academic Honor Council and submit the report to the Curriculum Committee.

4. Faculty and Staff Advisors. The Faculty Executive Committee shall appoint two or more faculty advisors to the Academic Honor Council. They shall serve two-year terms, staggered if possible. The primary role of the faculty advisors is to participate in training of the Academic Honor Council members and to assist members of that Council in understanding and interpreting the application of the Honor Code as it pertains to academic exercises, and attending hearings, providing guidance as needed. Additionally, a designee appointed by the Dean of the Faculty will serve as a staff advisor, assisting in recruitment, selection and training of the members of the Academic Honor Council, and advising on issues of procedure.

VII. Informal Resolution of Possible Violations

If a student does not self-refer before a violation has been reported, then he/she may resolve allegations of Honor Code violations through an informal resolution process.

1. If the Executive Committee of the Academic Honor Council (AHC) determines, after a preliminary investigation, that a report of academic dishonesty is supported by reasonable cause, it will inform the accused student in writing of the charges, and shall offer him/her an opportunity for an informal meeting with the AHC board to review the case. The AHC informal hearing board will be comprised of at least one member of the executive board serving as chair and two at-large members from the Academic Honor Council. A staff or faculty advisor must be present at this meeting. The Executive Committee shall also provide the accused student with access to this Code prior to the informal hearing. The accused student is entitled to select a Rollins College student, faculty, or staff advisor. The advisor may accompany the accused student to the informal meeting and may consult with the accused student prior to or during the course of the meeting. The role of the advisor in this meeting is limited to making sure that the accused student understands his or her procedural rights and responsibilities. The advisor may not question or challenge the nature of the evidence that led to the charges. If the student does not select an advisor, the faculty advisor present at the hearing will act as an impartial third party and act as an advisor for the accused, ensuring that the accused understands all procedural rights and responsibilities. The informal hearing will end with the accused student choosing one of three resolution options:

- a. The student pleads not responsible and requests a full review of the case that may lead to a formal hearing (see section on Formal Resolution).
- b. The student acknowledges responsibility for committing a violation of the code and accepts the standard “HF” sanction.
- c. The student accepts responsibility, but requests a review for purposes of sanctioning only. This option is only available to students with no record of prior academic dishonesty.

2. If the accused student selects option c. and has no prior record of academic dishonesty or serious disciplinary misconduct, the Executive Committee of the Council, in consultation with the Dean of the Faculty, and with input from the faculty member of the course, may reach an agreement concerning how the case should be resolved. The Council may assign grade penalties including a failing grade on the assignment, a grade reduction in the course in which the violation occurred, or a failing grade in the course. If the student receives a failing grade in the course as part of the sanction, it will not be noted on the transcript as an HF (Honors Failure) unless the failing grade was specifically assigned as an HF sanction. Students found responsible for a violation of the Academic Honor Code are also placed on Academic Honor Probation and required to participate in and successfully complete an ethical principles seminar.

3. A written statement signed by the student and the Council must support any sanction agreed upon by the student and the Council. The Academic Honor Council shall inform both the student and the faculty member of the appropriate course of the sanction assigned.

VIII. Formal Resolutions

If a student pleads not responsible at his/her informal review, then he/she may resolve allegations of Honor Code violations through a formal resolution process.

1. The Investigation.

a. The Executive Committee shall appoint two Investigators from members of the Academic Honor Council for each reported violation. The two attending members from the informal hearing will act as the Investigators for the case. The investigators may not act as voting members in the Formal Hearing. In addition to the investigators, the Executive Committee shall appoint three or five additional members of the council to be voting members at a particular hearing.

b. Investigators will interview all accused students and witnesses and assemble all pertinent documents. Honor investigators should interview all witnesses with the confidentiality of the witness maintained. It is the accused student’s responsibility to fully cooperate with the investigators.

c. Both Investigators review the case with the Academic Honor Council Chair in order to determine if there is sufficient evidence to recommend that a formal hearing be held. If it is determined that there is insufficient evidence of a violation, then the Chair will write a letter of clarification to the accused student and the case is dropped.

2. The Hearing.

a. If a formal hearing is required, then the Chair of the Academic Honor Council shall notify the student in writing of the time of the formal hearing. The Chair will contact the accused student to explain any changes in the charges since the informal hearing, and discuss all pertinent aspects of the process. If the accused student needs and requests support and assistance in preparing for the hearing, the Chair will arrange for that assistance, within reason.

b. Names of witnesses listed in the report will be edited out for confidentiality reasons and their testimony made available to the accused through the proceedings at the Formal Hearing. All parties must understand that the investigation is confidential and its details, findings, and conclusions may not be released. Retaliation against witnesses as a consequence of statements they may make will be considered as a possible violation of the *Code of Students' Rights and Responsibilities*.

c. The accused student is expected to be present during the hearing. The accused student may also bring witnesses to the hearing, and those witnesses may be questioned by the Council. If the student chooses not to attend, the hearing will still be held, and the student's absence shall not invalidate the results of the hearing nor be in itself a reason to challenge the results of the hearing.

d. The accused student may change his or her plea at any time during the formal hearing process. The order of the proceedings in a formal hearing shall be as follows:

- i. Presentation of the charge.
- ii. Request for a plea.
- iii. Presentation of evidence by Investigators.
- iv. Opportunity for a response by the accused student.
- v. Closed deliberations by the Council.

e. The Academic Honor Council shall conduct hearings according to the following guidelines:

i. Hearings will be conducted in private subject to the list of attendees noted below:

Persons to be present at hearings include the Academic Honor Council Chair, five (or in necessary cases, three) members of the council, two investigators, advisors, the accused student, the accused student's advisor, and witnesses relevant to the case. The presence of all the appointed members of the council is required to hold a meeting. Relevant

witnesses shall be present only during their own testimony, subject to questions from the Academic Honor Council; however, they may be required to remain available for the duration of the hearing. The witness making the accusation is not required to be present at the same time as the accused. The accused student does not have the right to cross-examine witnesses, unless permission is granted by the Chair.

ii. Admission of any person to the hearing shall be at the discretion of the Academic Honor Council Chair, with advice, if needed, from the Council's Advisors.

iii. The accused student is entitled to select a Rollins College student, faculty, or staff advisor to assist in preparation for the hearing. The advisor may accompany the accused student to the hearing and may consult with the accused student prior to or during the course of the hearing, but may not address the Chair or the Academic Honor Council.

iv. The Academic Honor Council, at the discretion of the Chair, may accept pertinent records, exhibits, and written statements as evidence for consideration. However, formal rules of process, procedure, and/or technical rules of evidence, such as are applied in criminal or civil court, are not used in Academic Honor Code proceedings. The accused student does not have the right to have an attorney present in Academic Honor Code proceedings.

v. All procedural questions are subject to the final decision of the Academic Honor Council Chair. After the hearing, the Council shall determine by at least a four to one vote whether the student has violated the Academic Honor Code. If two or more voting members dissent, the accused shall be found not responsible.

vi. The chair of the Council is a non-voting member.

vii. The Academic Honor Council's determination of whether the student violated the Honor Code shall be based solely on the standard of whether there is clear and convincing evidence that the accused student violated the Academic Honor Code.

viii. The staff advisor and at least one faculty advisor to the Academic Honor Council must be present at all meetings.

f. There shall be a single verbatim record, such as a digital audio recording or equivalent, of all hearings. The record will not include deliberations and will be used only for the appellate process. The record shall be the property of the College and destroyed seven (7) years after graduation or date of last attendance of the accused.

g. Any hearing may be postponed, recessed, or continued at the discretion of the Academic Honor Council Chair.

3. The Findings.

a. If the student is found not in violation of the Academic Honor Code, a letter will be written from the Chair to the student and faculty member informing them of the decision of the Academic Honor Council.

b. No finding of violation or setting of penalties may be based solely on the student's failure to appear at the hearing.

c. If a violation of the Code is found, the Academic Honor Council will assign sanctions following the sanctioning guidelines found in section IX. Sanctioning Guidelines (Formal Resolution).

d. The finding and sanction(s) (if applicable) will be communicated in writing to the student and the faculty member of the course in which the incident took place.

IX. Sanctioning Guidelines Formal Resolution

If the Council determines that a violation has occurred and the violation is resolved through the formal hearing process, one or more of the following penalties will be imposed based on the nature of the violation and any extenuating circumstances:

1. Any student who is found guilty of an Honor Code violation shall automatically be placed on Honor Probation. Probation remains in effect until graduation.

2. Any student who is found guilty of an Honor Code violation shall have a written letter of reprimand placed in his/her permanent file that censures the inappropriate action in writing.

3. When determining responsibility for a violation of the Academic Honor Code, the Council will not consider whether the student intentionally did so or not. However, the Council will consider the student's intent during deliberations about the appropriate sanctions.

4. Upon a finding of responsibility, the Academic Honor Council shall impose the appropriate option(s) from the following sanctions:

a. Grade Penalty (no prior record of academic dishonesty) – In situations where the student has no prior record of academic dishonesty, a sanction review may be

conducted by the attending council members. The Council may impose grade penalties including a failing grade on the assignment, a grade reduction in the course in which the violation occurred, or a failing grade in the course. This may also include, but is not limited to, a grade reduction on the assignment, grade reduction in the course, and recompletion of the assignment for partial credit.

- b. Grade Penalty (prior record of academic dishonesty) If the student has a previous record of academic dishonesty, the minimum penalty shall be failure in the course, recorded as an Honors Failure (HF), unless extenuating circumstances are noted by the council. In the event of extenuating circumstances, the council should consult the present faculty or staff advisor before administering a grade sanction other than an HF.
 - c. Education – The student will be assigned materials that help educate them that may include a plagiarism workshop/online certification and an “integrity packet” that will include a series of ethical prompts regarding the Honor Code.
 - d. Suspension – Suspension may be any period of time through three years and is an appropriate sanction for intentional dishonesty. This is a possible sanction for academic dishonesty beyond a second offense. The attending council members will send their recommendations for suspension to the Dean of the Faculty, who will make the final determination. A student may not receive credit for work taken at another institution during the period of the suspension.
 - e. Dismissal –This is a possible sanction for intentional academic dishonesty beyond a second offense. The attending council members will send their recommendations for dismissal to the Dean of the Faculty, who will make the final determination.
5. Given that the failure to report an academic honor violation may not be linked to a particular academic course where a grade sanction can be levied, students found responsible for failure to report shall, at a minimum, be placed on Academic Honor Probation and shall be required to attend the ethics seminar.

X. Appeal Procedures

A written appeal from a finding of responsibility of the Academic Honor Council may be made to the Dean of the Faculty within 10 class days of the decision. Only findings of responsibility by the council can be appealed.

- 1. Prior to an appeal, if the student believes there to be new evidence or relevant facts that were not brought out in the original hearing and that may be sufficient to alter the original finding, the student may make a request that this information be considered. The student must make such a

request in writing to the Office of the Dean of the Faculty by the end of the term. If the purported new evidence or relevant facts are deemed by the Chair to be substantial enough to potentially change the Council's decision, the matter will be returned to the Academic Honor Council for reconsideration.

2. If a student is found to have violated the Academic Honor Code by the Academic Honor Council and the student believes the finding was prejudicial or biased, the student may appeal. Appeals must be made in writing to the Dean of the Faculty within one calendar year of the date of the violation. The Dean will provide the Academic Honor Appeals Committee with the written appeal. In making the appeal, the student must furnish evidence that there was procedural misconduct by the Academic Honor Council that was prejudicial to the accused student.

a. The Academic Honor Appeals Committee is comprised of the Dean of the Faculty, the Chair of the Academic Honor Council and the Faculty Advisor to the Honor Council not present at the hearing. The Academic Honor Appeals Committee will meet to determine if grounds for appeal exists. The review will be limited to the verbatim record of the Informal and Formal hearing, supporting documents, and the written appeal. New evidence or other relevant facts not part of the original hearing will not be considered.

3. The accused student will be notified in a timely fashion of the Academic Honor Appeals Committee's determination. Decisions of the Academic Honor Appeals Committee are final.

4. If a student elects to file an appeal, pending a decision from the Academic Honor Appeals Committee, the student may continue to attend all courses and participate in College life as usual. However, until a case has been completely resolved (hearing, all appeals, etc.) the student may not graduate from the college. Similarly, a student who has received sanctions must complete any requirements of those sanctions prior to graduation.

5. A student with an "HF" and no other record of academic dishonesty may request, no earlier than one semester before graduation and no later than one academic year after graduation, that the Academic Honor Appeals Committee remove the "H" from the "HF" so that the transcript does not reflect in perpetuity that the failing grade was the result of a case of academic dishonesty. Seniors that receive an "HF" can make a similar appeal no more than one academic year after graduation.

XI. Impeachment Procedures

If any officer or member of the Academic Honor Council is accused of failure to discharge the duties of the office, the Council sitting as a board of impeachment shall hear the accusation. A quorum of two-thirds, excluding the accused, is required for a valid hearing. A majority vote of

those present and voting, excluding the accused, is required to uphold the impeachment charge. The Chair shall vote with the Council members. Proceedings in such cases shall be initiated by a petition from three members of the Council or by a petition signed by five members of the student body.

XII. Amendment Procedures

The Academic Honor Code shall be reviewed by the Council every 2 years following implementation of revisions in 2019 and may be amended in the following manner:

1. Proposed amendments may come from the Academic Honor Council, Student Government Association, the faculty governance system or the Dean of the Faculty.
2. Amendments are submitted to the Curriculum Committee. The Curriculum Committee will then submit the amendments to the Dean of the Faculty, the Academic Honor Council, and the Student Government Association for approval. If the amendment is approved by all parties, the Curriculum Committee will submit it to the Executive Committee of the Faculty. If approved by the Executive Committee, the approved amendment will be forwarded to the Faculty of the College of Liberal Arts for a vote.
3. Once approved by the Faculty of the College of Liberal Arts and the Student Government Association, the proposed amendment will become part of the Academic Honor Code.

XIII. Misc. Guidelines

Rights and Responsibilities of Faculty Members

1. The faculty member in whose course the infraction may have occurred may appeal the finding of the Council to the Academic Honor Appeals Committee.
2. It is a faculty member's responsibility to be clear about which assignments are collaborative and which are not. A faculty member may wish to include a "collaborative statement" on an assigned work that requires students to identify the names of other collaborators. A sample statement could read "I worked on this assignment with _____ and received help from _____."
3. It is the instructor's discretion whether to proctor an exam.
4. ALL complaints in regards to the Academic Honor Council go to the Dean of the Faculty's Office and will be reviewed by the Academic Honor Council Appeals Committee.

Student Organization “Test Files” The keeping of unauthorized tests, papers, and other assignments belonging to former students violates the spirit of academic integrity. Organizations keeping unauthorized files must dispose of those files. Organizations who retain these unauthorized files will be cited as a judicial violation, subject to The Code of Students’ Rights and Responsibilities. This does not preclude the keeping of tests, papers, and other assignments when specifically authorized by the instructor.

Assessment. Implementation will begin in fall 2006. Annual reports will be submitted to the Dean of the Faculty and to the Curriculum Committee so that this process may be assessed and changes implemented. The Curriculum Committee will request a periodic review at least once every five years. The review committee will consist of two faculty members appointed by the Dean of the Faculty, two students appointed by the Dean of Faculty, and one member of the administration.

XIV. Education

This honor system, like any honor system, works only to the extent that participants understand and embrace the values and process by which these values are upheld and celebrated.

To this end, it is the responsibility of all members of the academic community to educate new members of the community about the honor system. There should be agreement amongst all members that an honor system is critical to the educational process, to the institution’s mission, and to student’s personal and academic success.

Although not exhaustive, the following are some of the ways in which the College community can learn about (and embrace) the honor system:

1. Presentation to all first year students through the RCC. The Honor Council could provide a common orientation, followed by in class discussions with Peer Mentors and faculty.
2. Peer Mentors, Residential Assistants, and Student Government Association members incorporate a training block as part of their preparation.
3. An online web site will be developed with links, expanded details, and descriptions of academic integrity concepts. Specific examples may be cited.
4. Peer education is highly effective, and all efforts should be made to encourage peer education (through the Honor Council).

5. Each faculty member should address the issue of academic integrity not only in the syllabus, but also in class throughout the term.

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