



Wofford College

The Honor Code

Preamble

Wofford College is committed to the moral as well as the intellectual growth of its students and staff. Freedom and responsibility in such a community demand that its members embrace unambiguous principles of good conduct. Thus, the Wofford College *Code of Student Rights and Responsibilities* emphasizes personal integrity as its highest value, and members of the community are expected to be honest, trustworthy, responsible, and honorable.

Dishonesty (lying, cheating, defrauding, and or stealing) is especially destructive of the academic process. Integrity being necessary in research, discovery, and expression of ideas, Wofford College has an Honor Code to express its intolerance for academic dishonesty. The Honor Code requires faculty, staff, and students to be honest in their own work and their use of ideas, and to encourage others to do the same. The Code demands a high standard of personal honor. It requires students to pledge honesty in their academic work and it sets forth appropriate responses to those who violate that pledge.

Academic Dishonesty

The Honor Code at Wofford College governs academic dishonesty. Academic dishonesty is a general term referring here to any cheating, misrepresentation, and or stealing in academic or intellectual work submitted by a student of Wofford College in courses or projects or for college publications. It also applies to dishonesty in academic activities in which students may represent Wofford College (college bowl or mathematics competitions, internships, or research projects, for example), even if these activities occur when classes are not in session.

It is impossible to list all acts of academic dishonesty, but acts of academic dishonesty include:

1. Any conduct that involves the unauthorized use of information obtained by any means.
2. Unauthorized receiving, buying, selling, or theft of any assignment, examination, or quiz prior to its administration.
3. Unauthorized use of any electronic or mechanical device during any academic course.
4. Unauthorized collaboration on any test, assignment, or project.
5. Plagiarism, which is defined as:
 - (a) Verbatim repetition, without acknowledgement, of the writings of another author.
 - (b) Borrowing or using information developed by another without acknowledging the source.
 - (c) Paraphrasing or translating the work or thought of another writer without acknowledgment.
 - (d) Allowing any other person or organization to prepare work which one then submits as his/her own.
6. Preparing any assignment for another to submit as his/her own.
7. Misrepresenting personal circumstances (such as conflicting responsibilities, personal illness, or illness or death of loved ones) in an effort to avoid an assignment or deadline or as an excuse for not meeting academic responsibilities in a course.
8. Submitting for credit in a course any work previously submitted for credit in this course or in another course.
9. Any other incident of lying, cheating, or stealing in the preparation or presentation of academic work.
10. Lying to members of the faculty, administration, or Honor Council who are conducting an investigation or a hearing of academic dishonesty.
11. Misrepresenting personal or academic circumstances in order to gain advantage in registration for classes or to secure a course override.

Honor Pledge

A condition of matriculation at Wofford College is the signing of the Honor Pledge in which students promise the faculty and fellow students they will not engage in any act of academic dishonesty. The pledge reads as follows:

I understand that Wofford College seeks to develop the character as well as the intellect of its students. I understand that Wofford students are expected to be honest, trustworthy, and honorable. Further, I understand that behavior contrary to these expectations threatens the values of the college and destroys trust among members of our campus community.

I have read and understand the provisions of the Wofford College Honor Code governing academic dishonesty. I understand that academic dishonesty reflects poor judgment and character, undermines the integrity of the academic program, and diminishes the value of the credentials of the graduates of the college.

As a sign of my membership in the Wofford College community and of my allegiance to its principle of honor, I promise the faculty and my fellow students that I will never engage in an act of dishonesty in my academic work.

As a reinforcement of the promise, students will sign work submitted in a course with the word “pledged” and their signature.

Honor Council

The Honor Council, a component of the student government at Wofford College, administers the provisions of the Honor Code. The Council is composed of fifteen students. Members of the Honor Council are selected each spring for the following year. Early in each spring semester the Chair of the Honor Council will solicit the student body for applicants for membership on the Council. Candidates will submit an application letter and two recommendations, one from a student and one from a faculty/staff member. The applicants are screened by the Electoral Board which consists of the outgoing Chair of the Judicial Commission, the four outgoing officers of the Campus Union, the six outgoing senior delegates of the Campus Union, the Dean of Students, and two members of the faculty. The Board will pass the names of those applicants it approves to the outgoing senior members of the Honor Council who will elect from those approved by the Board the Honor Council members for the upcoming year. In making its selection of new members of the Honor Council, the Board and the seniors on the Council give primary consideration to a candidate’s moral character and commitment to the promotion of academic honesty.

The newly elected members of the Honor Council are eligible to assume their Council responsibilities effective the beginning of spring semester academic holidays. The Honor Council elects its Chair, Vice Chair, and Secretary. If for any reason a member of the Honor Council vacates a position, the seniors on the Council will name a replacement.

The Chair of the Honor Council presides at hearings of accusations of academic dishonesty. For each case, the Chair appoints a member of the Council to serve as prosecutor for that case. The Chair also appoints a student requested by the accused student to serve as student advocate. If the accused student has no request, the Chair will appoint a student advocate from the Council. If for any reason the Chair is unavailable, the Vice Chair will act in his/her place. The Secretary is responsible for all records and communications from the Council. The Academic Integrity Committee will appoint at least one of its faculty members to observe each meeting and hearing of the Council and to give advice and guidance to the Council in performing its duties. The faculty member will not vote, nor will he/she attempt to persuade the Council in its verdict or sanction.

Reporting Procedures

While failure to report an act of academic dishonesty is not an infraction of the Code, all persons in the Wofford College community are to uphold the values of the Honor Code, and they should not tolerate academic dishonesty by others. When anyone in the Wofford College community has reason to believe that a student has committed an act of academic dishonesty, it is appropriate and right to report the matter in writing to the Provost and the Chair of the Academic Integrity Committee or to the faculty member involved. If the report goes to the faculty member, he/she will notify the Provost and the Chair of the Academic Integrity Committee. Upon receiving a report, the Chair of the Academic Integrity Committee will notify the Chair of the Honor Council (and the faculty member, if the report did not originate with the faculty member in question), and begin the process of adjudicating the case as described below.

Members of the Wofford College community must use their best judgment in determining whether or not acts are covered by the definitions of this Code and therefore constitute academic dishonesty. Instructors who suspect that an instance of academic dishonesty has occurred will report the circumstances to the Provost and the Chair of the Academic Integrity Committee.

Adjudication

Upon receiving a report that an act of academic dishonesty may have occurred, the Chair of the Academic Integrity Committee will determine whether the accused student has previously violated the Code, and will then proceed as follows:

If the alleged infraction would be a first offense :

If the professor in question deems the matter warrants a sanction of suspension, he/she may choose to remand the case to the Council without a preliminary meeting.

Otherwise, the Chair of the Academic Integrity Committee will call for an adjudication meeting, to be attended by the professor, the accused student, a member of the Academic Integrity Committee, and an advocate for the accused. The representative of the Academic Integrity Committee will chair the meeting. The advocate for the accused must be a current student at Wofford College. The Chair of the Honor Council will nominate a member of the Honor Council to serve in this role, but the accused student may at his/her discretion choose a different person to act as his/her advocate.

At the adjudication meeting, the professor in question will present the evidence of an offense, and the accused student can offer a defense. The student is not obligated to offer a defense if he/she does not wish.

If the accused student admits that he/she did commit a violation, either knowingly or unknowingly, the meeting attendees will discuss an appropriate sanction. The ultimate decision on the sanction rests with the professor in question (in consultation with the attending member of the Academic Integrity Committee); however, the sanction can be no stronger than assigning a grade of WF (non-replaceable) for the course.

If the accused student does not admit to a violation of the Code, or chooses not to accept the sanction selected by the professor, the case is remanded to the Council for a hearing, and a recording of the adjudication meeting will be made available to the Council. If all parties agree to the selected sanction, the member of the Academic Integrity Committee in attendance will file a report with the Chair of the Academic Integrity Committee and the Provost's Office (and, in the case of a sanction of WF, with the Registrar's Office), briefly outlining the facts of the case and the agreed-upon sanction.

If the alleged infraction would not be a first offense, or if the preliminary hearing did not result in an agreement:

The case is remanded to the Honor Council. The faculty advisor to the Honor Council, a member of the Academic Integrity Committee designated by the Chair, and the prosecutor for the case will confer to decide if there is probable cause for a charge. If two of the three agree that evidence is sufficient, the faculty advisor to the Honor Council will notify the Chair of the Honor Council, who will formally charge the student and convene a Court to hear the case.

If the advisor, designated member of the committee, and prosecutor do not find sufficient evidence to make a charge, the Chair of the Academic Integrity Committee will inform the accuser that the claim has been investigated and that no charge is being made. The matter is not recorded in the file of the accused student and the faculty member must not consider the alleged violation in determining the student's grade in the course. Any written records pertaining to the case will be destroyed.

Unless one was already selected, the Chair of the Honor Council will nominate a member of the Council to serve as advocate for the accused student. The student may accept that nomination, or select a different student to serve in that role.

During the academic year, the Chair of the Honor Council will convene six members of the Council to conduct a hearing. During vacation periods, including summer terms, the Chair has the option to convene

a panel with as few as three members of the Council to conduct a hearing. During such periods, if the accused student wishes to wait until a full court can be convened, he/she may do so with the knowledge that the hearing may be delayed as necessary until the College is in session. The Honor Council members so appointed will be the hearing Court for the case. That number shall include the Council Chair, but not include the prosecutor or the student advocate. Any member who has kinship or a close personal relationship with the accused student will be expected to recuse himself/herself from the case. The student will be found responsible for a violation if at least four of the six members of the Council (or a 2/3 majority during vacation periods) find that a preponderance of evidence indicates the violation occurred. Otherwise, the accused student will be found not responsible.

If the process leads to the student being found responsible, the attending member of the Academic Integrity Committee will inform the hearing Court of any previous conviction the offender may have for academic dishonesty, after which the Court will set the sanction. At least four of the six members of the Court (or a 2/3 majority during vacation periods) must concur with the sanction. If there is no agreement, the least severe punishment under consideration will be administered. The verdict and the sanction will be announced by the Court to the convicted student, the prosecutor, and the student advocate immediately after the Court completes deliberation and makes a decision, and the Chair of the Council will give the student a written notice of the Council's decision and sanction.

A student accused of academic dishonesty may elect to admit responsibility before or at the beginning of the hearing. In that case, the Court will meet only to determine a sanction. The student may attend the meeting to make a statement or may choose to be absent, but must be present for the announcement of the sanction immediately after the Court completes deliberation and makes a decision.

If the accused student is found not responsible, the verdict will be announced to the accused student, the prosecutor, and the student advocate immediately after the decision is made. All materials relating to the case will be destroyed. The faculty member must not consider the alleged violation in determining the student's grade in the course.

Meetings of a hearing of academic dishonesty are closed, attended only by the members of the Court, other members of the Council as observers, at least one member of the Academic Integrity Committee, the accused student and the student advocate, and persons invited by the Court to give information or testimony. In addition, the Provost may aid the prosecution, and the Dean of Students or an appointed representative may aid the defense. The reporting faculty member may attend the hearing at his/her discretion, but may only be in the room while he/she is giving testimony or answering questions from the Council. The proceedings of the Court will be audio recorded for purposes of reference. The recordings of hearings will be maintained in the office of the Provost for two years.

Sanctions

Students found responsible by the Honor Council for a violation of the Code that occurs in the context of a course will be subject to the following sanction or sanctions:

- a. Grading sanction** – Mandatory withdrawal of a student from the course, resulting in the professor's assignment of a grade of WF (or F if the determination is made after the course has been completed). The council may assign one of two grading sanctions:
 - 1. Replaceable WF** – The student may retake the course to replace the WF in his/her Wofford GPA. Both the WF and the retake grade will be noted on the transcript.
 - 2. Non-Replaceable WF** – The student may retake the course; however, both the WF and the retake grade will be used to determine the student's Wofford GPA. Both the WF and the retake grade will be noted on the transcript.
- b. Suspension** – Separation of a student from Wofford College for a fixed period of time determined by the Court. Suspensions may range from the time remaining in the academic term to an

academic year in length. Wofford will not accept for credit any work undertaken at other institutions by a student during his/her suspension from the College.

c. Expulsion– Permanent termination of student status. The Court may allow the student to complete the current term.

d. Workshop– The Court may require that the student complete one or both workshops listed below within thirty academic days (exclusive of final exams) following delivery of sanction or by the end of the current academic term, whichever is longer. Failure to complete the workshop within the given timeframe will result in a hold being placed on the student’s account until the completion of the workshop(s).

1. A research workshop directed by the reference librarian on proper use of references in research and proper citation of materials used.

2. A time-management workshop. Options for completing this workshop will be presented to the student at the time of sanctioning.

Students found responsible for a violation of the Honor Code outside of the context of a course will be subject to the sanctions outlined in Article VI of the Code of Student Rights and Responsibilities.

1. First Offense

For a first offense that occurs within the context of a course, the Court has the discretion to impose one of two sanctions: (1) a grading sanction, or (2) both the grading sanction and suspension from Wofford College. On the motion of the Provost, a student may be expelled from Wofford College for a first offense that is flagrant or egregious. In cases where the Court believes a workshop may provide the student with important skills to aid in avoiding further infractions, the Court may also require the completion of one or both workshops. For an offense outside the context of a course, the Court may impose any of the sanctions outlined in Article VI of the Code of Student Rights and Responsibilities except expulsion, which may only be considered upon the motion of the Provost.

2. Subsequent Offense

If a subsequent offense occurs within the context of a course, the sanction is (1) both the grading sanction and suspension as outlined above, or (2) both a grading sanction and expulsion from Wofford College. The Court may also require the completion of one or both workshops to demonstrate readiness for re-entry. If a subsequent offense occurs outside the context of a course, the sanction will be suspension or expulsion.

All sanctions take effect at the expiration of the 48-hour appeal period or as soon as the ruling on an appeal is made, except that, if the infraction occurs late in a semester, the Court may delay the beginning of a suspension or expulsion until the next term or semester. In the case of a suspension or expulsion with immediate effect, grades for the other courses in which the student is enrolled will be WF or WP as assigned by the professor, depending on whether the student is passing or failing at the time.

Students who have been suspended must apply to the registrar for re-admission at least thirty days before the date they seek to return. Wofford will not accept for credit any work undertaken at other institutions by a student during his/her suspension from Wofford under this Code.

Communications

Prior to the resolution of a charge, all parties shall hold the names of students suspected of acts of academic dishonesty in confidence. Once each semester, the Secretary of the Council will, with input from the Chair of the Academic Integrity Committee, provide the student body, faculty, and

administration with a report on the number of cases resolved and the sanctions imposed. The names of persons involved will be withheld.

When a student is found responsible for an act of academic dishonesty, all records of the adjudication meeting and/or the Court, including copies of all correspondence, will be maintained in the Office of the Provost.

Formal charges of academic dishonesty will be communicated by the Court to the accused student, the Provost, the Dean of Students, and the faculty or staff member teaching the course or sponsoring the academic activity. In addition to the announcement immediately after the Court's decision, the results of hearings, including the verdict and the sanctions, will be communicated in writing by the Court to the accused student, the Provost, the Dean of Students, the Advisor to the Honor Council, the Chair of the Academic Integrity Committee, and the faculty or staff member teaching the course or sponsoring the academic activity. The attending representative of the Academic Integrity Committee will notify the Registrar of sanctions and in a case involving a student-athlete will notify the Director of Athletics of the results of the hearing.

Formal charges of academic dishonesty, verdicts, and sanctions will be communicated by the Dean of Students to parents or guardians of a student unless the student is independent as determined by college officials according to the FERPA Act, which protects the privacy of educational records.

Safeguards

When a case is sent to the Honor Council for a hearing, the accused student is guaranteed the following procedural safeguards.

- a. The student must be informed in writing of any charge or charges at least 72 hours before the case is heard.
- b. The student must be informed orally or in writing of the procedural rights set forth in these numbered paragraphs below.
- c. The student has the option of being excused from any tests or examinations for a period of 48 hours before and after the scheduled hearing.
- d. The student will be represented by a member of the Honor Council who is appointed by the Chair as the student's advocate or, at the request of the charged student, the Chair may appoint a Wofford student who is not on the Council.
- e. The student has the right to ask the Court to invite persons to testify on his/her behalf regarding the facts of the case, and the Court will invite such persons.
- f. The student has the right to remain silent, and such silence does not constitute evidence of responsibility.
- g. The student and his/her student advocate and the Honor Court prosecutor are required to exchange all evidence and materials for use in the proceeding at least 48 hours prior to the hearing.
- h. The student may (and should) continue to participate in all course activities until the case and any appeals are fully resolved.

Appeals

The student has the right of appeal as outlined in the Honor Code. Any person found responsible for a violation of the Honor Code may appeal the verdict or sanction. The appeal must be submitted to the Chair of the Academic Integrity Committee within 48 hours (excluding holidays and weekends) after the student has been notified orally by the Court at the end of the hearing of the verdict or sanction. Appeals must be submitted in writing, and must rest on appropriate grounds (which are exclusively those listed in

section VIII.D.4 of the Student Code of Rights and Responsibilities). The Academic Integrity Committee, whose decision is final, will consider the appeal, giving the decision in writing within one week to the appellant and to the Chair of the Honor Council. The actions of the Academic Integrity Committee are limited to: uphold or reverse the verdict, impose a lesser sanction from those listed in the honor code, or, in the case of new evidence, remand the case back to the Council for further discussion. In the case of a sanction of suspension for more than one term, the Academic Integrity Committee may refer the appeal to the Provost, who may uphold or reverse the verdict, impose a lesser sanction from those listed in the Honor Code, or, in the case of new evidence, remand the case back to the Council for further discussion.

Revision

The Academic Integrity Committee is charged to review the Code and its workings annually and to make revisions as needed. Revisions that only correct errors of spelling, grammar, or punctuation may be made by the Academic Integrity Committee. All other revisions must be approved by the faculty and by the student body at large (as determined by a campus-wide referendum distributed electronically; if voter turnout is under 40%, any changes approved by the faculty will be enforced without student approval).

(Revised May 2016)