

**University
of
San Diego**

Honor Code

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Foreword

The Honor Code of the University of San Diego (USD) is the product of an extensive history of dedication by the USD Honor Council and its predecessor organizations. The Honor Code is built upon the ideals of the USD Academic Integrity Policy, and reflects research of established Honor Codes and knowledge gained from the Center for Academic Integrity national conferences. The development of the Honor Code also reflects significant contributions by the appointed Faculty Committee and Board of Trustees have also helped shaped this document. The culmination of these influences has resulted in a document that is intended to initiate and maintain a campus-wide culture of integrity.

The Honor Code serves as a model of integrity applying to both undergraduate and graduate students; however, it remains separate from the established Honor Code of the USD Law School.

The Honor Council expresses its gratitude to all those who contributed to our deliberations, but especially faculty, administrators, and trustees who have so long been supportive.

The Honor Council
December 2008

I. Introduction

The University of San Diego is a Roman Catholic Institution committed to advancing academic excellence, expanding liberal and professional knowledge, creating a diverse and inclusive community, and preparing leaders dedicated to ethical conduct and compassionate service.

University of San Diego Mission Statement

In accordance with the University of San Diego's Mission Statement, the Honor Code establishes a standard of integrity which is aligned with the University's Core Values: *Academic Excellence, Knowledge, Community, Ethical Conduct, and Compassionate Service.* The promotion of academic integrity should take place in the context of a commitment to creating a culture of integrity that encompasses all constituencies of the university including students, faculty, staff, administrators, alumni and trustees. Only through campus-wide engagement will the University achieve its goal of "developing ethical and responsible leaders committed to the common good."

II. Academic Integrity Pledge

As a student of the University of San Diego community, I acknowledge and pledge the following:

"I pledge to demonstrate personal and academic integrity in all matters with my fellow students, the faculty, and the administration here at USD. I promise to be honest and accountable for my actions; and to uphold the statutes of scholastic honesty to better myself and those around me."

III. Role of the Honor Council

The Honor Council, under the purview of the Associated Students of the University of San Diego, is an organization of undergraduate and graduate students whose purpose is to educate the student body and promote the standards of academic integrity. The Honor Council is responsible for being proactive in educating students about USD's standards and values through forums, other forms of programming and creative marketing. Additionally, members of the Honor Council are trained to serve as members on Academic Hearing Committees and are responsible for maintaining the highest standards of ethical conduct and thus fostering a university-wide culture of integrity.

IV. Student Responsibilities

- A. Student Education: Students should be knowledgeable about the principles of academic honesty and their application within the USD community. Given this,
1. The Torero Days orientation program is the first opportunity for faculty and current students to familiarize incoming students with the academic environment at USD. This introduction demonstrates and defines the University's academic policies and procedures. Further, incoming students are informed of where to locate these documents and related articles for future reference.
 2. At the New Student Convocation students are formally welcomed to USD's academic community. The Associated Students Vice President for Academics delivers an address on academic integrity, after which new students are asked to recite the Academic Integrity pledge.
 3. Students are encouraged to review the Honor Code and the Academic Integrity Policy. Furthermore, all students are responsible for familiarizing themselves with all published changes to existing policies.
 4. Students are informed that the following facilities are available for support and assistance: the Copley Library, Writing Center, Office of Student Affairs, Offices of the Deans, Honor Council, and the Associated Students Vice President for Academics.
- B. Classroom Expectations: Academic dishonesty is an affront to the integrity of scholarship and a threat to the quality of learning. Given this,
1. Students should familiarize themselves with each of their professors' specific classroom expectations and procedures.
 2. Students are to refrain from accepting and/or contributing to unauthorized academic assistance in the forms of: previous exams, unjustifiable collaboration, and all other privileged information not accessible to other students.

3. Students are not to declare or imply that another's ideas, words, or works are their own.
4. Students are not to falsify data or utilize references without proper citations
5. Students recognize that prohibited electronics, technology and other previously programmed information devices are not to be used during exams.
6. Students should seek advice from faculty during the completion of assignments in an effort to avoid unintentional violations of academic integrity.

C. Student Accountability

1. A student should consider any and all violations of the Honor Code disrespectful to both themselves and the entire USD community.
2. If a student unintentionally violates the Honor Code, he/she is expected to rectify the situation immediately with the instructor of the course in which the violation took place.
3. If a student believes he/she has witnessed a violation of the Honor Code:
 - a. He/she is encouraged to speak with the student individually and to suggest the student self-report the incident.
 - b. Additionally, he/she bears the responsibility to report the incident to the proper authorities.

V. Faculty Responsibilities

- A. Education: Faculty should be knowledgeable about the principles of academic honesty and their application within the USD academic community. Given this need,
 1. All faculty should be familiar with the requirements of the USD academic integrity policy and best practices for promoting academic honesty.
 2. The educational need to promote academic honesty extends from tenure-track faculty to part-time, adjunct, visiting and clinical faculty with special attention to the non-permanent faculty given their intermittent engagement with the University and campus life.
 3. Educational activities for faculty on academic integrity can be organized by initiative of the Academic Vice President, deans, faculty groups, and the Honor Council, among others.
 4. Faculty should be cognizant that, in addition to the deans' offices, there are other resources to support them including, when appropriate, the Center for Educational Excellence, the Writing Center, librarians, the Office of Student Affairs, and the Values Institute, among others.

- B. Faculty Expectations: Faculty are expected to communicate clearly to both undergraduate and graduate students that academic dishonesty is an affront to the integrity of scholarship, a threat to the quality of learning, and that there is a faculty-approved policy to address violations of the academic integrity. This implies a community concern with academic honesty beyond that of a given faculty-student interaction.
1. Faculty are expected to exercise due diligence in promoting academic honesty.
 2. Faculty are expected to enforce USD policy in reporting perceived violations of academic integrity in a timely manner.
 3. Policy requires that faculty be clear on syllabi or other class directions regarding what constitutes unauthorized collaboration by students.
 4. Faculty are responsible for following the academic integrity policy regardless of well-intentioned rationales to avoid using the policy.
 5. Procedures for reporting violations have been expedited so that faculty can concentrate on the requirement to investigate suspected academic dishonesty, confront the student about the perceived violation, and send a brief report to the dean's office of the academic unit.
 6. Faculty should not ignore policy because of a misperception that reporting requirements are time-consuming or complex.
- C. Administrative Responsibilities:
1. University-wide and school/College/department/program orientation activities should include information on the importance of academic integrity for the institution and will educate faculty with respect to policies for investigating and reporting suspected academic dishonesty.
 2. Deans of academic units must take seriously all faculty reports of academic dishonesty and must adhere to University policy in investigating and acting on such reports in a timely manner.
 3. Each school and College should regularly publicize the support systems and best practices for faculty promotion of academic integrity in their units.

VI. Academic Integrity Policy

The University is an academic institution, an instrument of learning. As such, the University is predicated on the principles of scholastic honesty. It is an academic community all of whose members are expected to abide by ethical standards both in their conduct and in their exercise of responsibility towards other members of the community.

Academic dishonesty is an affront to the integrity of scholarship at USD and a threat to the quality of learning. To maintain its credibility and uphold its reputation the University procedures to deal with academic dishonesty should be uniform and understood by all. This document outlines the

University's sanctions against cheating and the procedures by which they are implemented.

A. Academic Dishonesty

An act of academic dishonesty may be either a serious violation or an infraction. The instructor or supervisor of the academic exercise will have responsibility for determining that an act is an infraction or may be a serious violation. Serious violations are the following acts:

1. Examination Behavior. Any intentional giving or use of external assistance during an examination shall be considered a serious violation if knowingly done without express permission of the instructor giving the examination.
2. Fabrication. Any intentional falsification or invention of data, citation, or other authority in an academic exercise shall be considered a serious violation; unless the fact of falsification or invention is disclosed at the time and place it is made.
3. Unauthorized Collaboration. If the supervisor of an academic exercise has stated that collaboration is not permitted, intentional collaboration between one engaged in the exercise and another shall be considered a serious violation by the one engaged in the exercise and by the other if the other knows of the rule against collaboration.
4. Plagiarism. Any intentional passing off of another's ideas, words, or work as one's own shall be considered a serious violation.
5. Misappropriation of Resource Materials. Any intentional and unauthorized taking or concealment of course or library materials shall be considered a serious violation if the purpose of the taking or concealment is to obtain exclusive use, or to deprive others of use, of such materials.
6. Unauthorized Access. Any unauthorized access of an instructor's files or computer account shall be considered a serious violation.
7. Serious Violations Defined by Instructor. Any other intentional violation of rules or policies established in writing by a course instructor or supervisor of an academic exercise is a serious violation in that course or exercise.

Infractions are the following acts:

1. Any unintentional act is an infraction that, if it were intentional, would be a serious violation.
2. Any violation of the rules or policies established for a course or academic exercise by the course instructor or supervisor of the academic exercise is an infraction in that course or exercise if such a violation would not constitute a serious violation.

B. Academic Dishonesty: Sanctions and Procedures

Academic dishonesty, and allegations of academic dishonesty, are matters of university-wide concern in the same way that academic integrity is a matter of university-wide concern. Students bear the responsibility not only for their own academic integrity but also for bringing instances of suspected academic dishonesty to the attention of the proper authorities. Members of the faculty are obligated; not only to the University but also to the students they supervise, to deal fully and fairly with instances and allegations of academic dishonesty. The University administration bears the responsibility of dealing fairly and impartially with instances and allegations of academic dishonesty.

Academic honesty begins in the course or classroom. For this reason, the responsibility to insure academic honesty, and to initiate action with respect to suspected academic dishonesty, likewise begins in the course or classroom. If the instructor of a course or supervisor of an academic exercise appears to be unable or unwilling to assure the academic integrity of the course or exercise, then those engaged in the course or exercise should bring the situation to the attention of the instructor's or supervisor's department head or dean.

The following sanctions and procedures will be followed with respect to instances and allegations of academic dishonesty as defined in Section I of the guide:

1. Initiation of Procedures. The instructor or supervisor has the initial responsibility for determining whether a person has engaged in academic dishonesty in a course or academic exercise. Therefore, information concerning possible academic dishonesty in a course or academic exercise should be brought to the attention of its instructor or supervisor. If the instructor or supervisor is unavailable, then information concerning possible academic dishonesty should be brought to the attention of the appropriate department head or dean, who will then assume the role of the instructor or supervisor in the procedures that follow.
 - a. When information of an act of academic dishonesty comes to his or her attention, the instructor or supervisor must undertake an investigation of the information or allegation in a manner that is reasonable under the circumstances.
 - b. Unless it clearly appears that there has been no dishonesty, the instructor or supervisor must contact the person who may have engaged in the dishonest act and give that person the opportunity to deny or to explain the events with respect to which allegations of dishonesty have been made. (If the person in question is not able to be contacted or fails to respond, then the instructor or supervisor will notify the dean who will attempt to contact the person on behalf of the instructor or supervisor.)

- c. After investigation and reasonable efforts to discuss the matter with the affected person, the instructor or supervisor must determine whether (a) no act of academic dishonesty has occurred, (b) an infraction has occurred, or (c) a serious violation probably has occurred.
 - d. The instructor or supervisor must prepare a written record of the investigation and summary of discussions with the affected person, if any, together with his or her determination made in accordance with paragraph (3) above. A copy of this record, together with any penalty imposed upon the person by the instructor or supervisor with respect to the course or academic exercise, must be made available to the affected person.
 2. Sanctions Regarding Course or Exercise; Procedures Regarding Infractions. Unless the instructor or supervisor has erred in his or her determination that the affected person has engaged in an act of academic dishonesty, the instructor's or supervisor's imposition of penalty with respect to the course or academic exercise is final and unreviewable.
 - a. The instructor or supervisor of a course or academic exercise may impose a penalty for dishonesty with respect to the course or academic exercise, regardless whether the affected person has engaged in an infraction or likely serious violation.
 - b. Penalties imposed by the instructor or supervisor with respect to a course or academic exercise may include: reduction in grade of the affected person in the course or exercise; the requirement that the affected person withdraw from the course or exercise; the requirement that all or part of the course or exercise be retaken; the requirement that the person engage in additional work in connection with the course or exercise.
 - c. One who has been determined by the instructor or supervisor to have committed an infraction may appeal the determination of infraction, but may not appeal the sanction imposed by the instructor or supervisor unless the determination of infraction is successfully appealed, in accordance with "Administrative Procedures" discussed below. Any such appeal must be initiated with 15 days after the notification of the determination of infraction.
 3. Hearing Committee. Each allegation of serious violation, and each appeal from the determination of an infraction, will be heard by a Hearing Committee.
 - a. The Hearing Committee will be composed of five members of the University community, as follows:

- (1) The dean, associate dean, or acting dean of the school or college with jurisdiction over the course or exercise in which the act of academic dishonesty is alleged to have occurred;
 - (2) A member of the full-time faculty of the school or college with jurisdiction over the course or exercise in which the act of academic dishonesty is alleged to have occurred;
 - (3) Two students of the school or college with jurisdiction over the course or exercise in which the act of academic dishonesty is alleged to have occurred;
 - (4) One member of the full-time faculty from schools or colleges other than the school or college with jurisdiction over the course or exercise in which the act of academic dishonesty is alleged to have occurred.
- b. The deans of each school or college covered by this guide, shortly after commencement of each academic year, will appoint two members of the full-time faculty and two students of that school or college to serve on Hearing Committees, with respect to allegations of academic dishonesty either in that school or college or in other schools or colleges. In making these appointments, the dean may rely on recommendations made by the faculty or general student organization of that school or college.
 - c. No dean, faculty member, or student who has a conflict of interest with respect to the subject matter of the hearing may participate as a member of the Hearing Committee. One who, having a conflict of interest, is appointed to serve on a Hearing Committee must disqualify himself or herself, after which the dean will appoint another member of the same category as the disqualified member [see section II.3.a above] to serve on the Hearing Committee as an ad hoc member.
4. Administrative Procedures. The following procedures apply when (a) an instructor or supervisor has determined that a serious violation probably has occurred [section II.1.c(3) above]; or (b) one appeals from an instructor's or supervisor's determination of infraction [section II.2.c above].
 - a. Administrative procedures commence upon filing written notice of their invocation with the dean of the school or college in which the course or academic exercise was given.
 - b. Upon request of the dean, the instructor or supervisor must promptly transmit to the dean a copy of the written record in accordance with section II.1.d above.
 - c. Upon receipt of the written record, the dean will convene a Hearing Committee to hear the matter.

- d. The Hearing Committee, as soon as is practicable after reviewing the record prepared by the instructor or supervisor, and after consultation (or attempted consultation) with the instructor or supervisor who has determined an infraction or alleged serious violation and with the person who is accused of having engaged in the dishonest act, will:
 - (1) establish the procedures that are to be applied with respect to the hearing to be held, and communicate those procedures to the affected persons;
 - (2) establish the date, place and time at which a hearing before the Hearing Committee will be held or, if the hearing is to be by written presentations only, the date and place by which written presentations are to be submitted to the Hearing Committee;
 - (3) hold a hearing and determine whether the serious violation or infraction in fact occurred; and
 - (4) in the event a serious violation has occurred as alleged by the instructor or supervisor, determine the appropriate sanction.
- e. The hearing held before the Hearing Committee, and the deliberations of the Hearing Committee, will be closed to the public, except that the Hearing Committee has discretion to hold a public hearing at the request of the person who has been accused of having engaged in the dishonest act.
- f. If the Hearing Committee determines that a serious violation has occurred, it must determine the sanction to be imposed. A sanction may be
 - (1) expulsion from the University;
 - (2) suspension from the University or any or all of University rights and privileges, for a period up to one academic year, except that any such suspension may not have the effect of determining the grade received in any course;
 - (3) letter of censure;
 - (4) the requirement that additional courses or credits be taken as a prerequisite to graduation from the University;

- (5) in the event of (2), (3), or (4), imposition of a period of probation on such conditions as the Hearing Committee considers to be appropriate.
- (6) rescission of a degree.
- g. If a Hearing Committee determines that no serious violation or infraction has in fact occurred, it will remand the matter to the instructor or supervisor who determined the infraction or probability of serious violation with a request that the instructor or supervisor take further action with respect to the course or exercise that is consistent with the Hearing Committee's determination.
- h. The Hearing Committee must prepare a written record of the proceedings, including a summary of the procedures for hearing that it has established, a summary of the information submitted to it by interested persons, and its decision in accordance with sections II.4.a(3) and (4) above, together with any dissenting opinions and any other material the Hearing Committee deems appropriate to include. A copy of this record, together with any sanction imposed upon the person by the Hearing Committee, must be made available to (a) the affected person, (b) the affected instructor or supervisor, (c) the dean of the school or college with jurisdiction over the course or academic exercise involved, and (d) the President and Provost of the University.
- i. In the event the Hearing Committee determines that expulsion or rescission of a degree is the appropriate sanction, or in the event of two dissenting votes on the Hearing Committee, the person who is adversely affected by the Hearing Committee's decision may appeal that decision to the Provost, who may finally determine the matter in the exercise of sound discretion.

(Endorsed by University Senate, May 14 2009)

(Incorporates USD's Academic Integrity Policy, Policy 4.8, which was last updated February 1, 2017)