

SECTION I

The Honor System

A. The Honor System

The reputation and credibility of an institution of higher education requires the commitment of every member of the community to uphold and to protect its academic and social integrity. As such, all members of the Christopher Newport University community agree to the following:

The Honor Code

“On my honor, I will maintain the highest possible standards of honesty, integrity and personal responsibility. This means I will not lie, cheat or steal, and as a member of this academic community, I am committed to creating an environment of respect and mutual trust.”

Under the Honor Code of Christopher Newport University, it is expected that all members of the University community will demonstrate honesty and integrity in their conduct. Intentional acts of lying, stealing or cheating are violations of the Code that can result in sanctioning.

Each member of the University community is responsible for upholding and enforcing the Honor Code. The system cannot function unless each member of the University community takes actions when he or she believes that any person may have violated the Honor System.

B. Policy Statement

Learning takes place through individual effort; achievement can be evaluated only on the basis of the work a student produces independently. A student who seeks credit for work, words and ideas that are not the products of the student’s own effort is dishonest. Such behavior infringes on the Honor System and can result in severe penalties ranging from failure on the assignment to dismissal from the University.

Misunderstanding of the System will not be accepted as an excuse for dishonest work. If a student is in doubt on some point with respect to the student’s work in a course, the student should consult the instructor before handing in the work in question.

A violation of any principle is considered cheating and any resulting work dishonest.

C. Infractions

1. Lying is the expression of an untruth made with the intent to mislead another or with reckless disregard for the truth of the matter asserted. Lying includes, but is not limited to, forgery, or the use of false identification.
2. Stealing is the intentional taking or appropriating of the property of another without consent or permission and with the intent to keep or use the property without the owner’s or the rightful possessor’s permission. Although the prohibition against stealing includes property of whatever nature, it also covers theft of the academic work product of another.
3. Cheating is the act of wrongfully using or taking the ideas or work of another in order to gain an unfair advantage. It includes, but is not limited to: (1) the act of plagiarism*; (2) the acts of giving unauthorized aid to another student or receiving unauthorized aid from another person on quizzes, tests, assignments, or examinations; (3) the acts of using or consulting unauthorized materials or using unauthorized equipment or devices on tests, assignments, quizzes or examinations; (4) the acts of using any material portion of a paper or project to fulfill the requirements of more than one course unless the student has received prior permission to do so; or (5) the acts of intentionally commencing work or failing to terminate work on any examination, test, quiz, or assignment according to the time constraints imposed.

*Plagiarism occurs when a student, with intent to deceive or with reckless disregard for proper scholarly procedures, presents any information, ideas or phrasing of another as if they were his or her own and does not give appropriate credit to the original source.

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2 Proper scholarly procedures require that all quoted material be identified by quotation marks or indentation on
3 the page, and the source of information and ideas, if from another, must be identified and be attributed to that
4 source. Students are responsible for learning proper scholarly procedure. While any amount of improperly
5 unattributed material may be sufficient to find plagiarism, a student may be presumed to have acted with intent
6 to deceive or with reckless disregard for proper scholarly procedures when a significant amount of improperly
7 unattributed material is presented as if it were the student's own work. In the absence of direct proof of the
8 accused's intent, the Hearing Panel shall determine whether the amount of improperly unattributed material is so
9 significant that intent may be presumed.

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11 D. Statement of Principles

12 1. Basic Policy

13 A student's name on any assignment is regarded as assurance that it is the result of the student's own thought
14 and study, stated in the student's own words, and produced without assistance, except when quotation marks,
15 references and footnotes acknowledge the use of other sources. In particular, the use of purchased term papers
16 or research for submission as one's own work is expressly forbidden. In some instances, an instructor or
17 department may authorize students to work jointly in solving problems or completing projects, but such efforts
18 must be indicated as joint on the paper submitted. Unless permission is obtained in advance from the instructors
19 of the courses involved, a student may not submit a single written work for completion of assignments in more
20 than one course. Students who perceive the possibility for an overlapping assignment in courses should consult
21 with the instructors involved before presuming that a single effort will meet the requirements of both papers or
22 projects.

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24 2. Factual Work

25 In preparing papers or themes, a student often needs or is required to employ sources of information or opinion.
26 All such sources used should be listed in the bibliography. It is not necessary to give footnote references for
27 specific facts that are common knowledge and obtain general agreement. However, facts, observations and
28 opinions which are new discoveries or are debatable must be credited to the source with specific reference to
29 edition and page even when the student restates the matter in his or her own words. Inclusion word-for-word of
30 any part, even only a phrase or sentence, from the written or oral statement of someone else must be enclosed in
31 quotation marks and the source cited. Paraphrasing or summarizing the contents of another's work is not
32 dishonest if the source is clearly identified, but such does not constitute independent work and may be rejected
33 by the instructor.

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35 3. Laboratory Work and Assignments

36 Notebooks, homework and reports of investigations or experiments must meet the same standard as all other
37 written work. If any of the work is done jointly or if any part of the experiment or analysis is made by anyone
38 other than the writer, acknowledgement of this fact must be made in the report submitted. It is dishonest for a
39 student to falsify or invent data.

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41 4. Imaginative Work

42 A piece of written work presented as the individual creation of the student is assumed to involve no assistance
43 other than the incidental criticism from any other person. A student may not, with honesty, knowingly employ
44 story material, wording or dialogue taken from published work, the Internet, motion pictures, radio, television,
45 lecture or similar sources.

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47 5. Quizzes and Tests

48 In writing examinations and quizzes the student is required to respond entirely on the basis of the student's own
49 memory and capacity without any assistance whatsoever except such as is specifically authorized by the
50 instructor. It is not necessary under these circumstances to give source references appropriate to other written
51 work.

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53 6. Tampering with the Work of Others

54 Any student who intentionally tampers with the work of another student or a faculty member shall be subject to
55 the same sanctions imposed for other violations of this System. Such tampering includes, but is not limited to:

- 56 a. contaminating the results of scientific experiments by interfering with the conduct of the experiments in any
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- b. altering or in any way interfering with computer programs used by other students or faculty members in class preparation, simulation games, or otherwise;
 - c. altering or attempting to alter any academic or other official records maintained by the University.

6 E. Classroom Expression

7 In the classroom, subject to the responsibility of the instructor to maintain order and to monitor time limitations, the
8 discussion and expression of all views relevant to the subject matter are permitted. In addition, the following shall
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- 1. Student academic performance shall be evaluated solely on an academic basis.
 - 2. Students shall be free to take exception to the material or views offered in any course of study and to reserve judgment about matters of opinion, but they are responsible for learning the content of any course of study in which they are enrolled. This right to take exception does not permit the disruption of class or infringement on the rights of others to learn.
 - 3. Requirements of participation in classroom discussion and submission of written exercises are not inconsistent with this section.
 - 4. Information about student views, beliefs, and political associations acquired by faculty in the course of their work as instructors, advisers, and counselors, is confidential and is not to be disclosed to others unless under legal compulsion
 - 5. Should a faculty member determine that a student is disrupting a class and ask the student to leave the classroom, the student shall do so immediately.

28 When a student believes that he/she has been unjustly treated in the classroom, either by the denial of freedom of
29 expression or by improper evaluation, or on any other right enumerated above, the student should discuss the
30 concern with the instructor. The student may appeal the faculty member's decision, in order, to the chairperson of
31 the department, and to the appropriate Dean.

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33 For procedures to follow when "The Honor System" is violated, refer to "Section II: Code of Students Rights,
34 Responsibilities, and Conduct," under the heading "The University Judicial System."

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36 F. Grade Appeal Procedure

37 The purpose of this policy is to ensure students and instructional faculty members are afforded due process and fair
38 treatment when a student wishes to appeal a final course grade.

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- 1. Informal Discussion
The student discusses the course grade with the relevant instructor. Should resolution not be reached, the student moves to the Formal Appeal process outlined below.
 - 2. Formal Appeal
 - a. The student files a formal, written appeal of the course grade with the chairperson of the relevant department. Students must file no later than the third week of classes of the fall semester to appeal spring and summer grades, no later than the third week of classes of the spring semester to appeal fall semester grades.
 - b. In cases where the instructor whose grade is being appealed is the department chairperson, the faculty member of the department (other than the department chairperson) who is senior in terms of years of membership on the University faculty assumes the duties of the department chairperson.
 - c. The student may obtain copies of the form "Student Appeal of a Course Grade" from the Registrar's Office.
 - d. Two copies of the completed appeal form and other evidence are submitted to the department chairperson, who sends one copy to the instructor within two academic days of its receipt. The student should keep a third copy of the completed form and submissions for the student's own records.

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- e. The evidence submitted by the student is offered to substantiate the claim that an incorrect grade has been registered by the instructor. Such evidence might include any or all of the following plus other material deemed appropriate and relevant by the student:
 - 1) course syllabus and other written guidelines relevant to the course and assignments;
 - 2) evaluated written assignments or tests;
 - 3) written evaluation of the student's oral or skill performance.
 - f. The instructor, upon receipt of the copy of the "Student Appeal of a Course Grade" form and evidence may submit any relevant documentation to the substantiate the grade. A copy of this evidence is forwarded to the student within five(5) academic days of its receipt.
 - g. The student and department chairperson will discuss the case set forth by the student and the evidence supporting the grade appeal.
 - h. The department chairperson will discuss the appeal with the instructor. It is the student's responsibility to show that the student has earned a grade other than that submitted on the grade sheet to the Registrar's Office.
 - i. The department chairperson makes a decision based on all evidence and documentation and communicates that decision in writing to both instructor and student within three academic weeks of the date the Appeal Form is filed.
 - j. The decisions which can be made by the department chairperson are either to deny the appeal of the student or to forward the appeal to the dean of the appropriate college with a recommendation that a three-member departmental review panel* be appointed by the dean to review the challenge of the student as set forth on the form with accompanying evidence, and to render a written recommendation.
 - k. If the department chairperson denies the appeal, the student retains the right to request a departmental review panel*. A request for a review panel must be submitted, in writing, to the appropriate dean within ten academic days of receipt of notification of the department chairperson's decision.
 - l. Should the department chairperson fail to make a decision within the three-week period specified, the grade appeal with automatically go forward to the appropriate dean.

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*The Review Panel will be composed of instructional faculty from the college of the instructor whose grade is challenged. Review Panels considering appeals of grades awarded in graduate courses shall be composed of members of the graduate faculty. The Review Panel will choose a chairperson and examine the data submitted by the student and the submissions of the instructor. The recommendation of the Review Panel will be forwarded to the Dean for a final decision.

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3. Exceptional Cases

If the professor whose grade is appealed is seriously ill, deceased, institutionalized, or no longer with the University, the relevant "department-as-a-whole" shall take the place of the instructor in this subsection and will make every effort to seek all relevant evidence. The department shall operate by majority vote, and is empowered to make a grade change in the name of the instructor on a timely basis.